

THIS DOCUMENT IS DEFUNCT.

IT HAS BEEN SPLIT INTO:

BF-ADMIN-MODULE-GENERAL: General guidelines and concepts

BF-ADMIN-MODULE-DASHBOARD:  
Home page / dashboard

SEE THESE SPECIFIC DOCUMENTS FOR  
MORE INFORMATION



Big Fish  
eCommerce

# BF Admin Module.doc

Last Updated: 24-Aug-2011

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## 1 Modification History

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Date	Who	Comments
18-May-11	NR	Initial
9-Jun-11	NR	Added daily "counter" in main banner Added PDF button on Order List
17-Jun-11	NR	Added PDF button on Order Detail (single order print) Added "Audit Trail" requirements Reworked main Dashboard page (split operational)
28-Jun-11	NR	Added "trends" to the dashboard Changed Promotions search/list
29-Jun-11	NR	Added section for Trend when no results can be compared
5-Jul-11	NR	Clarified "Primary" and "Secondary" Action Buttons
7-Jul-11	NR	<ul style="list-style-type: none"> <li>- Specified sort sequence of Order List, Review List, Promotion List</li> <li>- Added Detail-Screen into section 4 to clarify font treatment for captions and data values. Mock-ups already conformed.</li> <li>- Revised Reviews section to match implementation (changed terminology to "Deleted" from "Rejected"; use checkbox selection for Status on search screen; added Review-Title to detail screen, added Review# to search); added "Days Since Post" column to list display, replaced Review-Text with Review-Title in list screen</li> <li>- In "List" screens, specified alignment for all columns displayed</li> </ul>
11-Jul-11	NR	Added "Content" functionality
28-Jul-11	RMH	Misc. Changes: Added page numbers to bottom right of page Added "Top Header" definition to 4: UI Guidelines Enhanced Access-Rights in 2: Overview Section 4.2.1 Top navigation bar sub-menus Section 4.2.2 Top navigation bar menu links [suggestions] Section 5.9 added #34 suggested changes to the Daily Sales Counter Added Section 15 Catalog
29-Jul-11	NR	<ul style="list-style-type: none"> <li>- Removed Section 3: General Processing and move relevant content into Section 2: Overview</li> <li>- Enhanced Section 6: Navbar and Sub-Menu to include intermediate "descriptor" page text</li> <li>- Modified "toptop bar" (daily counter, hover help etc.)</li> </ul>
1-Aug-11	NR	"Content" screens added for Home-Page-Spots, Top Nav, Footer and Static Pages
4-Aug-11	RMH	Updated content Home-Page-Spot list and detail sections to reflect changes design changes. Not using sequence numbers any more. Some label changes.
5-Aug-11	NR	Modified Home-Page-Spots to use two status values: <ul style="list-style-type: none"> <li>- Active (CTNT_PUBLISHED)</li> <li>- Inactive (CTNT_DEACTIVATE)</li> </ul>

8-Aug-11	NR	<ul style="list-style-type: none"> <li>- Added Page Title to all pages</li> <li>- Save on Detail screen displays message</li> <li>- Back replaces Cancel button</li> <li>- Removed "owner" from Home Page List</li> <li>- Added Message Area and Error Handling to 3: General UI Guidelines</li> <li>- Added Validation to Detail Screens</li> </ul>
12-Aug-11	NR	- Added "Manage Logo"
16-Aug-11	NR	Several modifications
23-Aug-11	NR	Several changes to CONTENT sections: <ul style="list-style-type: none"> <li>- included an editable "Description";</li> <li>- created a General Guidelines section to describe rules that apply to all content areas.</li> <li>- Modified to reflect current implementation (moved Created-Date down to the bottom of the screen)</li> <li>- Changed STATIC PAGE content to be in-line with other content (removed content-type and display-type), removed Search capability</li> </ul>
24-Aug-11	NR	Split main document into: <ul style="list-style-type: none"> <li>- BF Admin Module</li> <li>- BF Admin Module Orders</li> <li>- BF Admin Module Catalog</li> <li>- BF Admin Module Promotions</li> <li>- BF Admin Module Ratings &amp; Reviews</li> <li>- BF Admin Module Content</li> <li>- BF Admin Module Admin</li> </ul>
30-Aug-11	NR	Several changes: <ul style="list-style-type: none"> <li>- Added "Yesterday" helper date button selector</li> <li>- 4.9 Daily Counter. This now shows a "#" and "\$" indicator and allows for six numbers in the display</li> <li>- 4.10 Dashboard display changes. Columns for Orders / Sales. Additional information for recent and prior trending</li> <li>- Top Products, sorted by #ordered products</li> <li>- Top Products "[more]" option and associated new page</li> </ul>

## 2 Overview

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### 2.1 General

- separate application
- similar concept to BF-eCommerce: have a white labeled version for each client
- heavily CSS driven in order to manage styling easily
- focus:
  - dashboard provides real-time summary of activity
  - we are not competing with Google-Analytics! Whatever can be done in GA should be done there ... this should act as a good reminder as to when to “draw the line” for the Admin module
  - real focus is a light order-management module; product catalog module; etc.

### 2.2 Access Rights

- Management (can see dashboard / performance based stuff)
- Admin (can change configurations)
- Operational
- Roles:
  - Users may “OWN” certain assets, for example products. Assets that have ownership are yet to be determined but may include:
    - Products
    - Images
    - Content
    - Orders (as they apply to other user’s who have purchased a product.)
    - TBD
  - Only display and allow changes to assets owned by a user.

*NOTE: Lower Priority for implementation*

### 2.3 General Processing

#### 2.3.1 Page Title:

- The Page Title (the <title> tag), for all pages, should indicate the [client]. The same reference as used for the client home page should be used.
- For example, GMH:

“Gold Medal Hair: BigFish Admin Module”

#### 2.3.2 Favicon

- Each BF Admin Module instance should use the BF favicon

#### 2.3.3 Search:

- unless otherwise stated, all alpha searching should NOT be case sensitive (e.g. Order#)
- unless otherwise stated, all searches should be an EXACT match

#### 2.3.4 Dates:

- unless otherwise stated, all search dates should be "from-time" of 00:00 and to-time of 23:59:59
- should be in the format mm/dd/yy. This should apply for inputs, selectors and display.

#### 2.3.5 Codes:

- used in drop-downs or display should use the OFBiz terminology and values for display, unless otherwise stated.

#### 2.3.6 Lists:

- Scrolling: should mimic the eCommerce implementation
- Default list results should show 50 rows (parameterized?), unless otherwise stated

#### 2.3.7 Detail Screens

- On "Save", an appropriate message should be displayed on the Detail Screen
- On "Back" control should be passed back to the List screen



### 3 General UI Guidelines

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#### 3.1 Introduction

- All guidelines are “fontfinder” based, part of the Firefox “Firebug”

#### 3.2 Top Header

The Top Header element is shown on each Admin Module webpage. It consists of the following:

- BigFish logo
- Admin Module application title (“ADMIN MODULE [BF]”)
- Welcome greeting
- Logout link (TBD)
- Daily Sales Counter (See section 5.9)

#### 3.3 Navigation Bar

<b>One</b>	<b>Two</b>	<b>Three</b>	<b>Four</b>	<b>Five</b>
------------	------------	--------------	-------------	-------------

- Background
  - Orange (249,164,31)
- Text
  - Verdana, 12pt, Bold
  - Black
- Hover Over
  - Background (236,181,100)
  - Text (165,0,0)

#### 3.4 Navigation Bar Sub-Menu Drop Down

<b>One</b>	<b>Two</b>	<b>Three</b>	<b>Four</b>	<b>Five</b>
			<b>Four-#1</b>	
			<b>Four-#2</b>	
			<b>Four-#3</b>	

Note: Navbar and Sub-Menu items are defined in *Section 6: Nav-Bar and Sub-Menu*. Both the main navbar item and the sub-menu are “clickable”. Clicking on the main navbar item will display an intermediate page that shows all sub-menu options and a description. Clicking on the sub-menu option will redirect to that specific function.

#### 3.5 Dashboard “Box”

<b>Dashboard Title (Verdana, 12pt, Bold) RGB=(191,116,0)</b>
--

Summary (Verdana, 10pt, Bold) RGB=(236,181,100)	
#Orders: (Verdana 10pt, normal) RGB=Black	<b>373</b> (verdana, 10pt, BOLD) RGB=(165,0,0)

### 3.6 Row Striping

Odd Numbered Rows Background=(254,242,222)
Even Numbered Rows Background=(254,234,202)

### 3.7 Search Screen (Criteria)

Some Text: (Verdana, 12pt, Bold) RGB=(191,116,0)	
Label	Data
Verdana, 10pt, normal	Verdana, 10pt, (165,0,0)

Background=(254,234,202)

### 3.8 Search Screen (List Results)

Some Text: (Verdana, 12pt, Bold) RGB=(191,116,0)			
Label	Verdana	10pt	Bold
Data	Verdana	10pt	Normal RGB=165,0,0

### 3.9 Paging / Scrolling

<< Previous Page		Showing Rows 1-8 of 300		Next Page>>	
Some Text: (Verdana, 12pt, Bold) RGB=(191,116,0)					
Label		Verdana		10pt	
Data		Verdana		10pt	
				Normal RGB=165,0,0	

- Verdana 8pt, BOLD
- Default should be to display 50 rows
- If Rows <= 50 then only display "Showing Rows 1-n", do not display "of n", do not display scrolling buttons
- Previous Page only displays if relevant
- Next Page only displays if relevant

### 3.10 Detail Screen

Some Text
Caption: <b>Data Value</b>

- Caption is black, regular text
- Data is (verdana, 10pt, BOLD) RGB=(165,0,0)

### 3.11 Primary and Secondary Button Styling

#### Primary Action Buttons



- Background
  - (128,0,0)
- Text
  - Verdana, 10pt, BOLD
  - Capitalized
- Hover Over=RGB (254,242,222)

#### Secondary Action (Helper) Buttons



These are typically buttons that help the user change the status of a field. They are just that, an easy “one click” way to set a value, rather than using drop-downs or checkboxes. Action is typically a simple setting of a value in the appropriate field.

- Background
  - RGB=254,242,222)
- Text
  - Color RGB=128,0,0
  - Verdana, 10pt, Regular
  - Capitalized
- Hover Over=Black Text

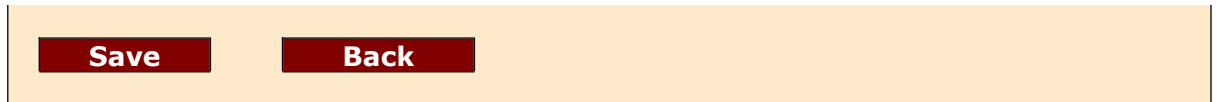
### 3.12 Message Area & Error Handling

- A hard error, typically because of validation rule violation will display as follows:

## title of page (h1)

 We're sorry but it appears as if the information you have provided is incomplete.

Detail Screen	
Caption:	<b>No data</b>



Save Back

- An informational message, such as a “You have Successful Saved” will display as follows:

## title of page (h1)

- ✓ Your CATALOG changes ([catalog-entry]) have been saved



**Detail Screen**

Caption: No data

Save Back

### 3.13 Save and Back Buttons

- On most of the Detail screens the user will have the option to Save the details or to go Back
- “Save” will perform the validation, update the database and remain on the page with an appropriate message that indicates success or failure
- “Back” will return control to the main “Content” menu

## **4 Dashboard / Home Page**

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### **4.1 Processing Introduction**

- The intent of this dashboard is to provide an across-the-board snapshot of performance, best sellers and work to be done (operational)
- The basic Order Status Codes are illustrative only. Regular OFBiz status codes should be reflected in the final implementation.

### **4.2 Dashboard: Summary**

- Shows ALL placed or completed orders (this applies to #Orders, \$Revenue and \$Trend). Should include the following Status Codes:
  - Approved
  - Created
  - Held
  - Processing
  - Sent
  - Completed
- Link should pass control to the Order List page, showing appropriate orders in the display. If the value is ZERO then do not display a link.

### **4.3 Operations: Orders Requiring Work**

- This should display items that require work. Status Codes to be displayed are:
  - Approved
  - Created
  - Held
  - Processing
  - Sent
- The following orders should NOT be included:
  - Cancelled
  - Completed
  - Rejected
- Clicking on a link should pass control to the Orders List page, the context should be passed so that the matching orders are displayed in the list. If the value is ZERO then do not display a link.

### **4.4 Operations: Ratings & Reviews:**

- should only include reviews that are "pending"
- links will pass control to the Ratings and Reviews screen with context to display the appropriate reviews. If the value is ZERO then do not display a link.

#### **4.5 Last Order:**

- this is only displayed on the main dashboard page.

#### **4.6 Period:**

- this should default to today's date
- the selection should be held as a session variable so if the user modifies the dashboard dates they should be set to those values when returning to the screen. The selections should NOT influence any other screens.
- "Operations" summary boxes are for all orders and reviews – they reflect the TOTAL amount of work outstanding
- "Analysis" summary boxes should honor the period selection

#### **4.7 Auto Date Selectors**

The Auto Date Selectors will provide a quick and easy way to set the period, as follows:

- Today:
  - set both the From and To date to the current system date
- Yesterday:
  - set both the From and To date to the current system date less one day
- WTD: Week-To-Date.
  - a prior Sunday is considered the beginning of the week;
  - the To date is set to the current system date.
- MTD: Month-To-Date.
  - the first of the current month is used for the From date;
  - the To date is set to the current system date.
- YTD: Year-To-Date.
  - the first of the current year is used for the From date;
  - the To date is set to the current system date
- All:
  - the From date is set to 01/01/2011 (or the "Production Date" in a configuration file);
  - the To date is set to the current system date.

#### **4.8 Trend**

The two "\$Trend" dashboard captions are intended to provide two simple comparisons with similar periods in the past. Rules are as follows, and are based on the selection in the "Period" selector.

- First get the number of days between the From and To period selector

- If Days <= 7

- Recent Trend FROM = Period FROM less 7
- Recent Trend TO = Period TO less 7
- Prior Trend FROM = Period FROM less 28
- Prior Trend TO = Period TO less 28

**Examples:**

*Single Day Selection (compares the same day of week to the one in a previous week and 4 weeks prior)*

Period Selected	=	5/10/2011	to	5/10/2011
Recent Trend	=	5/3/2011	to	5/3/2011
Prior Trend	=	4/12/2011	to	4/12/2011

*This-Week Selection (compares to last week and equivalent week 4 weeks prior)*

Period Selected	=	4/17/2011	to	4/21/2011
Recent Trend	=	4/10/2011	to	4/14/2011
Prior Trend	=	3/20/2011	to	3/24/2011

- If Days <= 31

- Recent Trend FROM = Period FROM less one month
- Recent Trend TO = Period TO less one months
- Prior Trend FROM = Period FROM less two months
- Prior Trend TO = Period TO less two months

**Examples:**

*Month-To-Date Selection (compares to the same relative period one and two months prior)*

Period Selected	=	3/1/2011	to	3/25/2011
Recent Trend	=	2/1/2011	to	2/25/2011
Prior Trend	=	1/1/2011	to	1/25/2011

- If Days > 31 and <= 365

- Recent Trend FROM = Period FROM less one year
- Recent Trend TO = Period TO less one year
- Prior Trend FROM = Not Applicable
- Prior Trend TO = Not Applicable

**Examples:**

*Year-To-Date Selection (compares to the same relative period last year)*

Period Selected	=	1/1/2011	to	6/22/2011
-----------------	---	----------	----	-----------

Recent Trend	=	1/1/2010	to	6/22/2010
Prior Trend	=	N/A		

■ If Days > 365

- Recent Trend = Not Applicable
- Prior Trend = Not Applicable

■ Time consideration:

- All FROM periods should use a time element of "00:00:00"
- For the most part, all TO periods should use a time element of "23:59:59", with the following exception:
  - i. If the Period TO selected is "today" then the results will be for today at the current system time
    - 1. Therefore, the time in the Recent Trend TO and the Prior Trend TO should also use the current system time

**Example:**

Period Selected	=	6/28/2011	to	6/28/2011 (which we will assume is "today", and it is 2pm)
Recent Trend	=	6/21/2011 00:00:00 to		6/21/2011 14:00:00
Prior Trend	=	6/1/2011 00:00:00 to		6/1/2011 14:00:00

This will ensure that we are correctly comparing a current period of time with a relative recent period of time.

■ Trending

- The trending is based upon DOLLAR computations
- It's a simple comparison between the \$Revenue column and the \$Trend columns

**Examples:**

Assume Revenue is \$1,254; the \$Recent-Trend has a dollar value of \$1,350 and the \$Prior-Trend has a dollar value of \$1,198.

**Computations:**

\$Recent-Trend	=	(Recent-Trend-Dollar – Revenue) / Revenue * 100
	=	(\$1,350 - \$1,254) / \$1,254 * 100
	=	7.7%
\$Prior-Trend	=	(Prior-Trend-Dollar – Revenue) / Revenue * 100
	=	(\$1,198 - \$1,254) / \$1,254 * 100
	=	-4.5%

**Results:**

\$Revenue	=	<b>\$1,254</b>
\$Recent Trend	=	<b>↑ 7.7%</b>
\$Prior Trend	=	<b>↓ 4.5%</b>



- Captions

- The captions should show either a single date, or a date range
- The actual dates should be a smaller font

**Example, single date:**

\$Recent Trend (5/3/11):

\$Prior Trend (4/12/11):

**Example, date range:**

\$Recent Trend (5/3/11 to 5/10/11):

\$Prior Trend (4/12/11 to 4/19/11):

- NO results

- When summing revenue for a Recent-Trend or Prior-Trend the number-of-orders should also be summed
- If the number-of-orders is ZERO then display "N/A" in the field

**Example:**

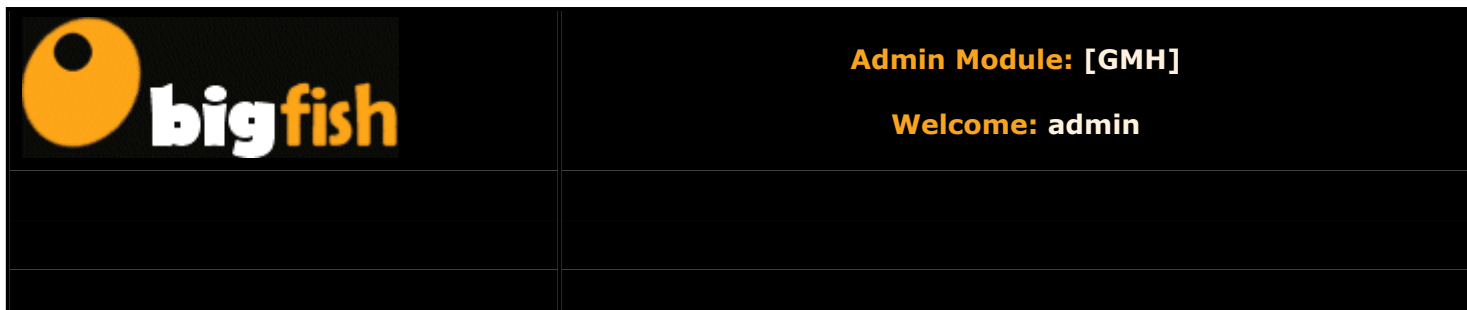
\$Revenue = **\$1,254**

\$Recent Trend = **N/A**

\$Prior Trend = **N/A**


- the same is true if revenue for the Period-Selector is zero

#### 4.9 Daily Sales Counter



- Counter represents #sales and total-dollars for TODAY (always TODAY, no other options)
- Displayed on every page, updated on every page refresh
- The "?" will display, on hover, "# of units and \$ sales for TODAY"

#### 4.10 Visual Guideline



[Orders](#)
[Promotions](#)
[Reviews](#)
[Content](#)

## dashboard

Period:  To:  [Change](#) [Today](#)

Dashboard			Product
<b>Summary</b>	<b>#Ord</b>	<b>Sales\$</b>	
Summary for Period	<u>373</u>	<u>\$108,987</u>	UT98: Foxy Wig
Average Order:		<u>\$987</u>	AB123: Herbal Ta
Daily Average:	<u>124</u>	<u>\$36,329</u>	AB123a: Herbal T
\$Recent Trend (xxx):	↑ 32.1%	<u>\$82,503</u>	BB888: Shiny Wig
\$Prior Trend (xxx):	↓ 8.2%	<u>\$118,722</u>	BB665: Some Oth

Analysis: Top Promotions		Product
Top Promotions		
FREESHIP	<u>45</u>	UT98: Foxy Wig
10PCTOFF	<u>23</u>	AB123: Herbal Ta
15PCTOFF	<u>18</u>	AB123a: Herbal T
MEMDAY10	<u>11</u>	BB888: Shiny Wig
MEMDAY15	<u>8</u>	BB665: Some Oth

## operations

Operations		
Orders Requiring Work		
Created	<u>78</u>	Pending Review
Approved	<u>66</u>	1-5 days
Processing	<u>77</u>	5-10 days
Sent	<u>98</u>	10+ days

## 5 Analysis: Top Products

### 5.1 Page Title:

- top products

### 5.2 Processing

- Date selection helper buttons operate exactly the same as the DashBoard page
- ALL products are shown for the dates selected, do not restrict to top sellers
- Sort option should display results in desired sort sequence
- Columns:
  - #Items: is the total number of items that the product has been ordered
  - #Orders: is the total number of orders
  - Sales\$: is the total sales revenue for that product

For Example:

- Assume the following Orders

Order#	Item	Desc	Qty	Price	Total Price
WS10001	UT98	Foxy Wig	2	\$20.00	\$40.00
	AB123	Herbal Tame 24oz	6	\$3.00	\$18.00
WS10002	AB123	Herbal Tame 24oz	3	\$3.00	\$9.00
WS10003	UT98	Foxy Wig	1	\$20.00	\$20.00

- Display as follows (sorted by #Items):

Product ID	Description	#Items	#Orders	Sales\$
AB123	Herbal Tame 24oz	9	2	\$27.00
UT98	Foxy Wig	3	2	\$60.00

### 5.3 Visual Guideline



OrdersPromotionsReviewsContent

analysis: top products

Period: 5/18/11 To: 5/20/11 Change Today

Analysis: Top Products	
Product ID	Description
UT98	Foxy Wig
AB123	Herbal Tame 24oz
AB123a	Herbal Tame 18oz
BB888	Shiny Wig
BB665	Some Other Wig

Sort By:

Product ID

Description

#Items

#Orders

## 6 Navbar and Sub-Menu

---

### 6.1 Overview

The main navbar items are clickable. Control will be passed to a descriptor page that will show the sub-menu options available with a description.

Users may also use the drop-down sub-menu for more direct access.

This section shows the concepts of this approach. For specifics on the NavBar and associated Sub-Items refer to the specific BF-Admin-Module-\* document.

### 6.2 Example

## nav-bar title

#### **Sub-Item-Number-1**

This function provides the ability to search for rows. Users may also add additional rows.

#### **Sub-Item-Number-2**

This function provides the ability to search for rows. Users may also add additional rows.

#### **Sub-Item-Number-3**

This function provides the ability to search for rows.

#### **Sub-Item-Number-4**

This function provides the ability to search for rows. Users may also add additional rows.

#### **Sub-Item-Number-5**

This function provides the ability to search for rows. Users may also add additional rows.

#### **Sub-Item-Number-6**

This function provides the ability to search for rows.

## 7 Generic Audit Trail

---

### TODO

- General

Generic log that will track various actions

Should include date/time/user and the change

Changes can be recorded in a "textual" format (for example, "Status changed from OPEN to NEW) – we can discuss

Changes should be displayed as an "Audit Trail" box within the appropriate "Detail" screen

- Orders

Status Changes

Download (Export) Actions

- Reviews

Approve / Deny changes

## 8 Access Rights / Security

---

### 6/17: INCOMPLETE – NO ACTION REQUIRED

- Role based:
  - Manager
  - Operations
  - Marketing
  - Content
  - Admin
- Users may have one or more roles
- Role access provides access to specific areas in the main dashboard

Manager	Management Dashboard
	Operational Dashboard
Operations	Operational Dashboard
Operations	Order Analysis
Operations	Order Management
	Promotional Activity

- Manager:
  - Management Dashboard

#### 8.1 Operational Dashboard

#### 8.2 Order Analysis

#### 8.3 Order Management

#### 8.4 Promotional Activity

#### 8.5 Content

#### 8.6 Configuration

