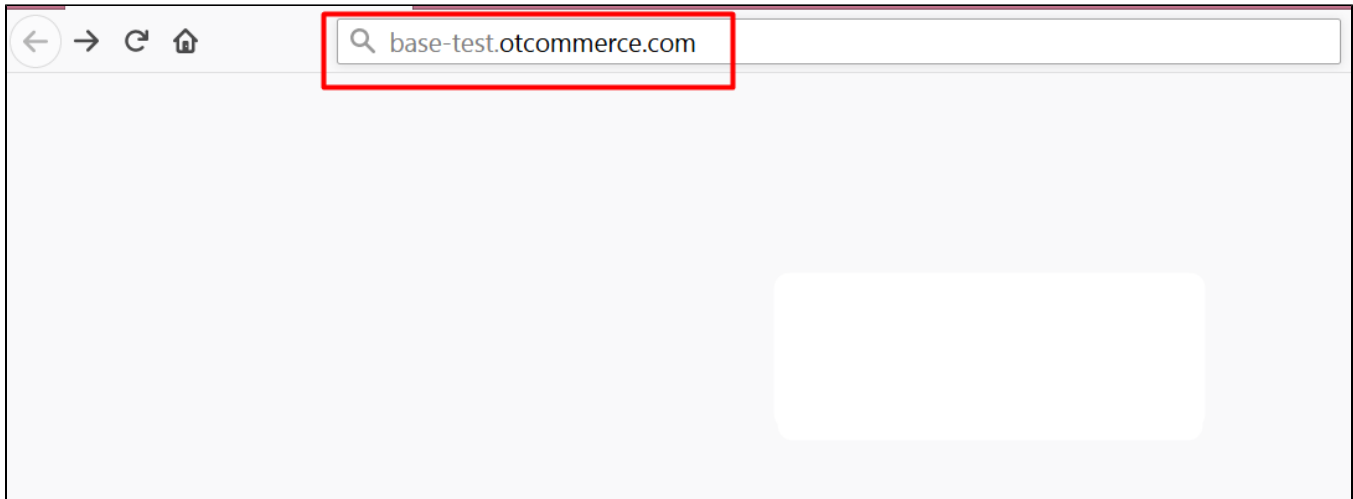


Basic Admin Sections Documentation



You need to access Admin Panel (Personal area or control panel) to get started with your OT Box.

Open browser and type your site's URL in the address bar (we will use OT Box test site (basic version) in the example below).



Type */admin* at the end of site URL in the address bar.



Ascreen will appear to enter login and password if everything is correct.

base-test.otcommerce... Eng

Authorization

Login

Password

Log in

You can change language that you want to use on a page (from Russian to English) if necessary.

base-test.otcommerce... Ru

Eng

Авторизация

Логин

Пароль

Войти

You will need credentials after that. They can be found in the ticket to Technical Support with Box installation request (or license key request).

Enter login first.

base-test.otcommerce... Eng

Authorization

Login

Password

Type password after that.

base-test.otcommerce... Eng

Authorization

Login

Password

Please click "Log in" button once all fields are completed.

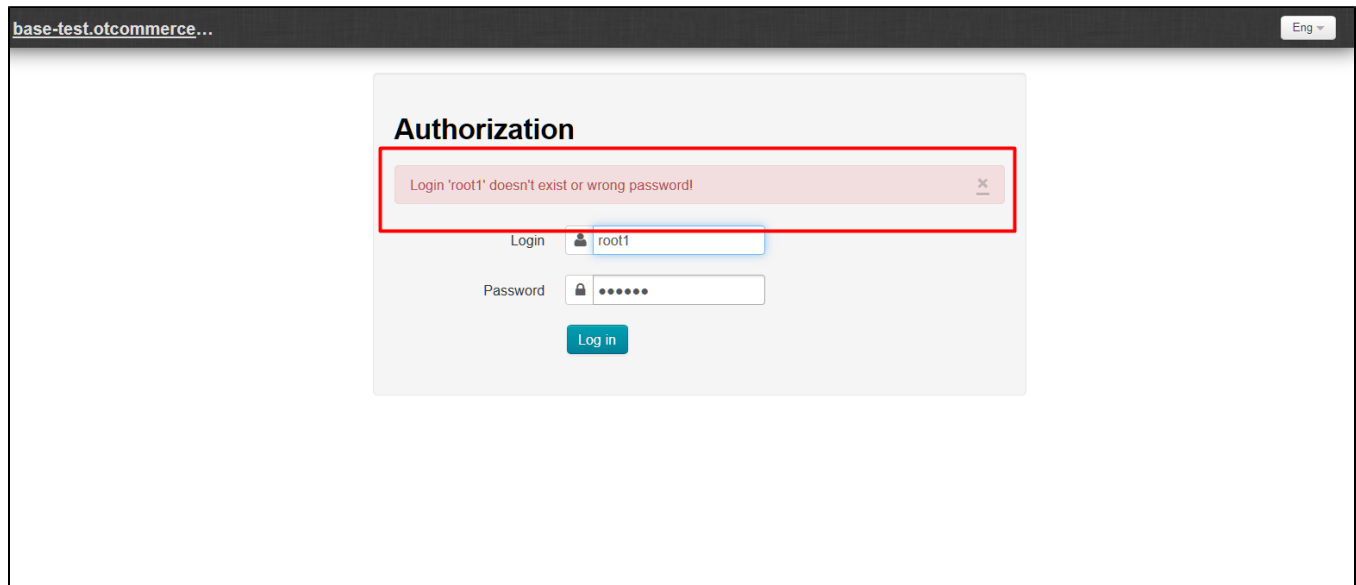
base-test.otcommerce... Eng

Authorization

Login

Password

Admin Panel will open if data is entered correctly. You will see an error message like the following one if any error occurs when entering login data:



base-test.otcommerce... Eng

Authorization

Login 'root1' doesn't exist or wrong password!

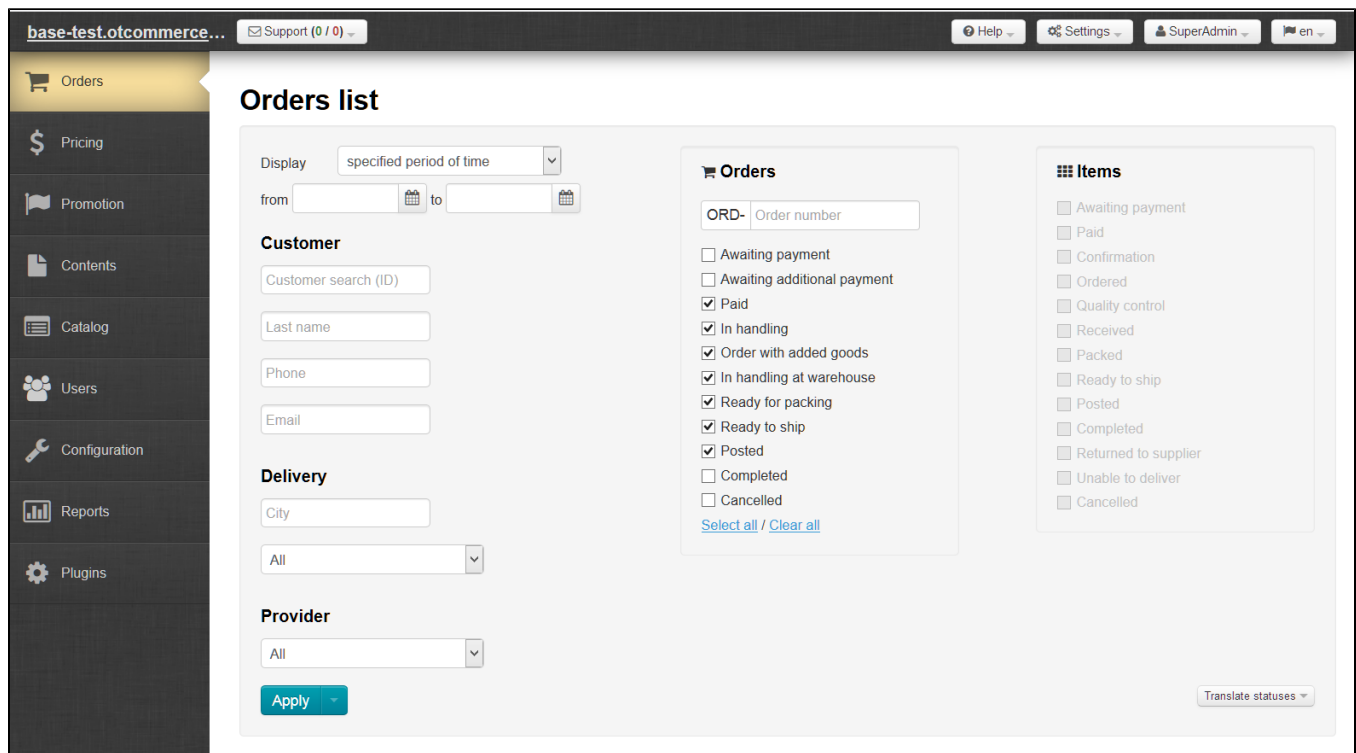
Login

Password

[Log in](#)

Make sure that the fields are properly completed and try again.

You will see [order management section](#) once you're in the Admin panel.



base-test.otcommerce... Support (0 / 0) Help Settings SuperAdmin en

Orders list

Display

from to

Customer

Delivery

Provider

[Apply](#)

Orders

ORD-

- ☐ Awaiting payment
- ☐ Awaiting additional payment
- ☒ Paid
- ☒ In handling
- ☒ Order with added goods
- ☒ In handling at warehouse
- ☒ Ready for packing
- ☒ Ready to ship
- ☒ Posted
- ☐ Completed
- ☐ Cancelled

[Select all](#) / [Clear all](#)

Items

- ☐ Awaiting payment
- ☐ Paid
- ☐ Confirmation
- ☐ Ordered
- ☐ Quality control
- ☐ Received
- ☐ Packed
- ☐ Ready to ship
- ☐ Posted
- ☐ Completed
- ☐ Returned to supplier
- ☐ Unable to deliver
- ☐ Cancelled

[Translate statuses](#)

- [Hide/Show Available Categories \(old\)](#)
- [Service Statistics](#)
- [Pricing \(old\)](#)
- [Site Speed Testing](#)