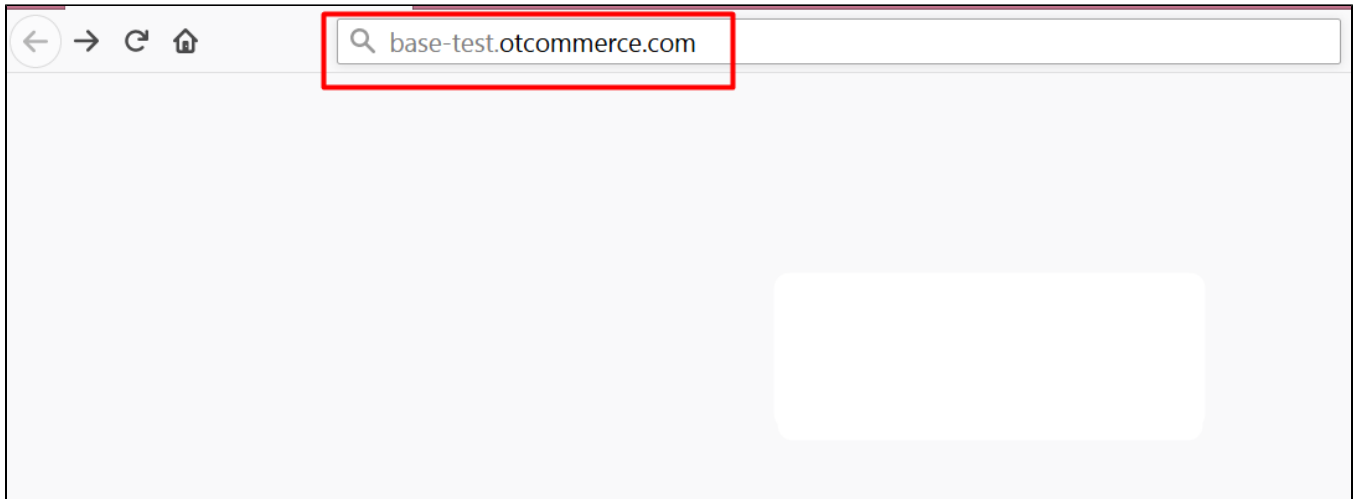


# Basic Admin Sections Documentation



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.

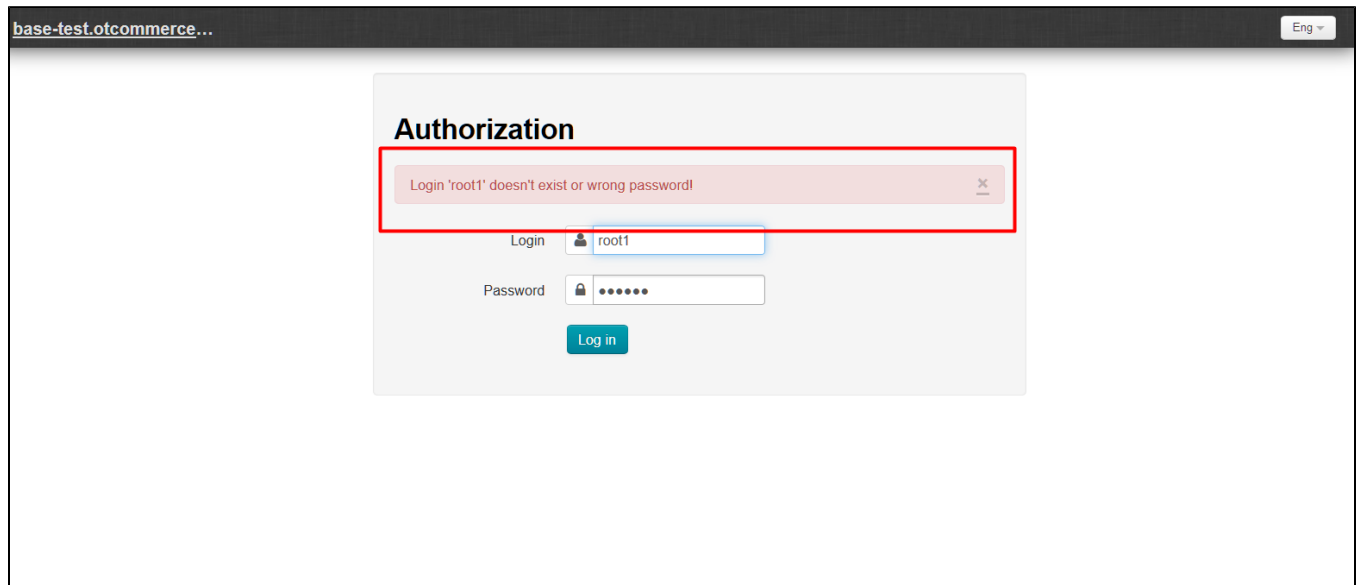
base-test.otcommerce... Eng

### Authorization

Login

Password

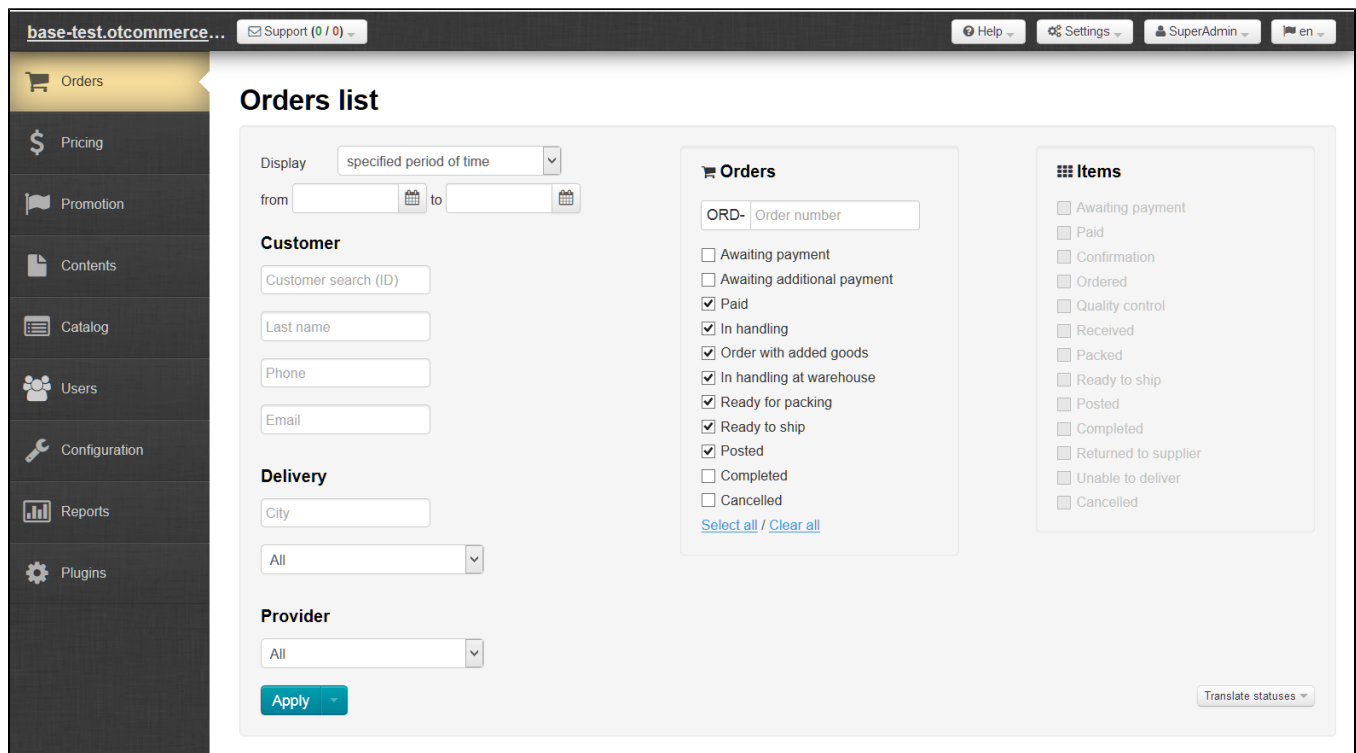
Admin Panel will open if data is entered correctly. You will see an error message like the following one if any error occurs when entering login data:



The screenshot shows the 'Authorization' page of the Admin Panel. At the top, there's a header with 'base-test.otcommerce...' and a language dropdown set to 'Eng'. The main content area has a title 'Authorization'. Below it, a red-bordered box highlights an error message: 'Login 'root1' doesn't exist or wrong password!'. Underneath the error message, there are input fields for 'Login' (containing 'root1') and 'Password' (masked with dots). A 'Log in' button is positioned below the password field.

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

You will see **order management section** once you're in the Admin panel.



The screenshot shows the 'Orders list' page in the Admin Panel. The left sidebar contains a menu with options: Orders, Pricing, Promotion, Contents, Catalog, Users, Configuration, Reports, and Plugins. The main content area is titled 'Orders list'. It features a search bar with a dropdown for 'Display' set to 'specified period of time', and date pickers for 'from' and 'to'. Below this are sections for 'Customer' (with fields for Customer search (ID), Last name, Phone, Email), 'Delivery' (with fields for City and a dropdown set to 'All'), and 'Provider' (with a dropdown set to 'All'). An 'Apply' button is at the bottom left. On the right, there are two panels: 'Orders' and 'Items'. The 'Orders' panel has a dropdown for 'ORD-' set to 'Order number' and a list of checkboxes for order statuses: Awaiting payment, Awaiting additional payment, Paid (checked), In handling (checked), Order with added goods (checked), In handling at warehouse (checked), Ready for packing (checked), Ready to ship (checked), Posted (checked), Completed, and Cancelled. Below these are links for 'Select all' and 'Clear all'. The 'Items' panel has a list of checkboxes for item statuses: Awaiting payment, Paid, Confirmation, Ordered, Quality control, Received, Packed, Ready to ship, Posted, Completed, Returned to supplier, Unable to deliver, and Cancelled. At the bottom right, there is a 'Translate statuses' button.

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