

SHOW YOUR SPIRIT – Scope of Work Document

Version 1.0

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PROJECT OVERVIEW

The project entails creating an e-commerce website for "Show Your Spirit," featuring a wide array of customizable apparel and accessories for different spirit themes, such as Greek letter apparel, school spirit wear, work spirit apparel, and promotional items.

The website will have a dynamic homepage with sections for featured products, new arrivals, a gallery, testimonials, and social media links. Users can easily search for products and subscribe to the newsletter. The site will offer extensive customization options for apparel, including embroidery, color selection, text, symbols, flags, and more, with real-time product previews. The cart and checkout process will allow users to review their orders, apply promo codes, and complete transactions securely.

Additionally, the website will feature a gallery page showcasing the variety and customization options available, further enhancing the user experience and inspiring them to explore and engage with the products.

The admin panel will facilitate the management of categories, products, inventory, quotation requests, orders, payments, promo/coupon codes, shipment charges, contact queries, newsletter subscribers, and static website content.

Overall, the website aims to provide a comprehensive platform for users to express their spirit and individuality through customizable apparel and accessories, supported by efficient management tools for the admin to streamline operations and enhance customer satisfaction.

USER INTERFACE

USER INTERFACE

Features and Functionalities

Below are the features and functionalities of the website;

Menu

- Home
- About Us
- Show your Greek Spirit
 - Greek Letter Apparel
 - Screen Printing
 - Graduation Stoles
 - Big Little Reveal Swag
- Show your School Spirit
 - Screen Printing
 - Graduation Stole
- Show your Work Spirit
 - Corporate Apparel
 - Screen Printing
- Promotional
- Gallery
- Contact Us
- Cart

Footer

- FAQs
- Terms and Conditions
- Privacy Policy
- Blogs
- Contact Information
- Social Media Links

USER INTERFACE

Home Page

The website shall start with an interactive Homepage screen, which shall display the header banner, image slider, featured products, a section for new arrivals, a gallery for images, a short section for about us, contact information, testimonials, relevant website content, contact form, and social media icons.

Search

There will be a search feature on the site so that the user will be able to find the products they are looking for.

Subscribe Newsletter

Users will be able to subscribe to the newsletter by providing their email addresses.

For this purpose, there is a popup required to appear on the three main sections (*Show your Greek Spirit, Show your School Spirit, and Show your Work Spirit*) to capture this with their full name, email address, and contact number.

About Us

This page includes the mission and history of Show Your Spirit. The page also lists the details about their product line and the section provides details about Why Choose Us.

USER INTERFACE

Show Your Greek Spirit

Greek Letter Apparel

Users will select the category of products they want to purchase and then design. As per the category, the products will be listed with their name and image with CTA to view the detail page.

Product Detail Page

Users can view the product details as follows;

- Product Title
- Product Images
- Product details and description
- Price
- SKU
- Product Category
- Variants; *if added*
 - Size; *multiple*
 - Color; *multiple*
- Additional Information
- Reviews

Customization

Option 01: Letters

1. Greek Letters; *only 3 letters allowed – there will be a dropdown for this to select.*
2. Letter Placement; *dropdown*
 - a. Across Chest
 - b. Across Lower Back
 - c. Vertically Down Center Back
 - d. Vertically Down Left Side
 - e. Vertically Down Right Side

USER INTERFACE

Option 02: Color

1. Foreground color; ***dropdown – color list with additional charges for some colors.***
2. Foreground thread; ***dropdown – color list with additional charges for some colors.***
3. Background color; ***dropdown – color list with additional charges for some colors.***
4. Background thread; ***dropdown – color list with additional charges for some colors.***
5. Hand cut/Specific Cut \$5.00; ***Checkbox***
6. Lace overlay \$10.00; ***Checkbox***

Option 03: Embroidery

Note: Overall, users will have the limit to add 5 embroidery versions.

1. Embroidery Location; ***dropdown – multiple options***
2. Embroidery Color; ***dropdown – multiple options***
3. Embroidery Font Type; ***dropdown – multiple options***
4. Embroidery Line 1; ***text field***
5. Embroidery Line 2; ***text field***

For text, there will be an option to select Greek letters that will be available in uppercase and lowercase form to use in text fields.

There will be a preview option to view the embroidery results.

USER INTERFACE

Option 04: States

1. Would you like to add a state outline?; **dropdown**
 - a. Yes, with \$15.00 additional
 - b. No
2. Location of state outline; **dropdown**
3. What State? ; **dropdown**
4. State outline color; **dropdown**
5. Would you like to highlight a city with a symbol?; **dropdown**
 - a. Heart + \$2.00
 - b. Star +\$2.00
6. Name of the city where the symbol should be placed; **text field**

Option 05: Crest

1. Would you like to add your organization's crest?
 - a. Yes, with \$15.00 additional
 - b. No
2. Location of Crest; **dropdown**

Option 06: Flag

1. Would you like to add a flag
 - a. Yes, with \$15.00 additional
 - b. No
2. Location of flag; **dropdown**
3. Enter US State or Country; **text field**

After completion of all these steps as per their preference, the user will proceed to select the production timings.

USER INTERFACE

After completion of all these steps as per their preference, the user will proceed to select the production timings.

1. Production Timing; **dropdown**
 - a. Approximately 14 days + Shipping
 - b. 7-13 days + Shipping +\$15.00
 - c. 4-7 days + Shipping +\$20.00
 - d. 3 days + Shipping +\$25.00
2. Special Instructions/Notes; **dropdown**

After all these steps, users will select the quantity of product required and add the product to the cart.

Cart

Once the user adds the product to the cart, the cart page will display:

- A small product image, quantity, customization details, subtotal, and total amount.
- If anything is purchased in quantity, the price of individual products along with their total sum will be displayed.
- Option to remove the product from the cart.
- Update Quantity and recalculate the total.
- Link to checkout.

USER INTERFACE

Check Out

- Review order details.
- Apply Promo/Coupon code.
- Enter Shipping and Billing Details.
- Shipment Merchant and their Charges details.
 - Flat Rate
 - Local Pickup; ***users will select from the list of stores***
- Proceed to Payment Gateway – ***CC/DC***
- Show confirmation of order with order details.

Reviews

There will be an option for users to view the reviews uploaded by other users. The users can submit their reviews as well by providing their full name, star ratings, and review content.

USER INTERFACE

Screen Printing

Users will select the category of products they want to purchase and then design. As per the category, the products will be listed with their name and image with CTA to view the detail page.

Product Detail Page

Users can view the product details as follows;

- Product Title
- Product Images
- Product details and description
- SKU
- Product Category
- Variants; *if added*
 - Size; *multiple*
 - Color; *multiple*
- Additional Information
- Reviews
- Start Design option.

Design Product

Users can design their products with all the options available. Users will design the product using Canvas.

USER INTERFACE

User can:

- Add image
 - Users can upload images.
- Add text
 - Users can add/edit/delete text.
 - Users can modify text with font selection, font size, font styling, alignment option, and positioning options (rotate and mirror effect) for text.
- Add Team (*Name and Number*)
 - Users can add multiple names and their numbers as team players while designing only one product. The quantity will be calculated as per the number of players. If not provided, it will be counted as one product in quantity.
- Add QR Code
 - To add QR, the user will provide the link to create the QR. The QR will then be generated and the users can place the QR on the products they are designing.

Other Options

User can:

- Change the color and size of the product; ***if provided and selected.***
- Select Quantity
- Zoom in/out
- Preview
- Undo/Redo
- Reset
- Delete

USER INTERFACE

After the design is completed, the user will submit and proceed to provide their information (*First Name, Last Name, Email Address, Phone Number, Address, Additional Notes*) to submit it to get the quote.

The user will receive an email regarding the order details with all the information provided. The admin will coordinate with the users according to the quotations submitted.

Reviews

There will be an option for users to view the reviews uploaded by other users. The users can submit their reviews as well by providing their full name, star ratings, and review content.

USER INTERFACE

Graduation Stoles

As the user proceeds with this section, there are complete customization options to customize the stole as per their preference.

Step 01: Select Type

Users will select the stole style between **Standard Stole** or **Deluxe Stole with Trim**.

For the standard stole, the user will select the stole color, and for the Deluxe stole with trim, the user will select the stole and trim color.

Step 02: Customization

Option 01: Embroidery

1. Add Text
2. Select text direction
 - a. Horizontal
 - b. Vertical
3. Select text transformation
 - a. Uppercase
 - b. Lowercase
4. Thread Color; ***dropdown – colors***
5. Font Size; ***dropdown***
6. Font Style; ***dropdown***
7. Area of Stole to place text
 - a. Back of Neck
 - b. Right front
 - c. Left front

By submitting, the user can add this on the stole and preview also after submitting.

USER INTERFACE

Option 02: Applique

1. Type Of Character; ***dropdown***
 - a. English; ***only 5 letters allowed – there will be a dropdown for this to select.***
 - b. Greek; ***only 3 letters allowed – there will be a dropdown for this to select.***
 - c. Number; ***only 4 letters allowed – there will be a dropdown for this to select.***
2. Area of Stole to place text
 - a. Back of Neck
 - b. Right front
 - c. Left front
3. Enter Text; ***limit of letters as per the type of character***
 - a. There will be dropdowns to select the letters as per the limit.
4. Foreground Color
5. Foreground thread color

By submitting, the user can add this on the stole and preview also after submitting.

Option 03: Crest

1. Crest Color; ***dropdown***
 - a. Full-color
 - b. Single outline color
2. Area of Stole to place crest
 - a. Back of Neck
 - b. Right front
 - c. Left front

By submitting, the user can add this on the stole and preview also after submitting.

USER INTERFACE

Option 04: Flag

1. Enter U.S. State or County for Flag; ***text field***
2. Area of Stole to place flag
 - a. Back of Neck
 - b. Right front
 - c. Left front

By submitting, the user can add this on the stole and preview also after submitting.

Option 05: Symbol

1. List of symbols to select from **or** upload custom symbol
2. Height of Symbol
3. Symbol Color; ***dropdown***
 - a. Full-color
 - b. Single outline color
4. Area of Stole to place symbol
 - a. Back of Neck
 - b. Right front
 - c. Left front

By submitting, the user can add this on the stole and preview also after submitting.

USER INTERFACE

Step 03: Submission

After the design process is completed, the user will submit and proceed to provide their information (*First Name, Last Name, Email Address, Phone Number, Quantity, Additional Notes*) to submit it to get the quote.

The user will receive an email regarding the order details with all the information provided. The admin will coordinate with the users according to the quotations submitted.

Reviews

There will be an option for users to view the reviews uploaded by other users. The users can submit their reviews as well by providing their full name, star ratings, and review content.

Big Little Reveal Swag

This page serves as a showcase for the diversity and customization options within this particular category. Through a visually appealing layout, it presents a variety of images that highlight different variations of the category.

Visitors can explore this collection to gain a comprehensive understanding of the range of options available, inspiring them to further engage with the products or services offered in this category.

USER INTERFACE

Show Your School Spirit

Below are the two sections that will be included in this category that are already discussed above with their complete functionality.

1. [Screen Printing](#)
2. [Graduation Stoles](#)

Show Your Work Spirit

[Corporate Apparel](#)

IFrame will be provided for this page, which will be used to access this page.

[Screen Printing](#)

This section will be included in this category that is already discussed above with its complete functionality.

Promotional

IFrame will be provided for this page, which will be used to access this page.

Gallery

A gallery page on a website typically showcases a collection of images and videos related to a specific topic or theme. These pages are designed to visually engage visitors and provide an interactive experience. The layout of a gallery page can vary, but it often includes thumbnail images or video previews that users can click on to view the full-size image or video.

USER INTERFACE

Contact Us

Users will be able to ask their queries by filling up the contact us form. This page will have all other contact details also.

The form will comprise the following fields:

- First Name
- Last Name
- Email Address
- Phone Number
- Your Message

Generic Pages

Generic pages of the website include;

- About Us
- FAQs
- Blogs
- Privacy Policy
- Terms and Conditions

ADMIN PANEL

ADMIN PANEL

Manage Category and Sub-Categories

Admin will add, edit, and delete the category and sub-categories from the admin panel.

Manage Products and their Inventory

Admin can:

- Add, edit, and delete all products.
- Search, and Sort the Products.
- Change the Product Status (In Stock, Out of Stock).

To add product;

- Select Category
- Select Sub-Category; *If any*
- Product Title
- Product Image(s)
- Product Details and Description
- Additional Information
- Price; ***For Greek Letter Apparel Section***
- SKU
- Add Product Variations; *If any*
 - Color
 - Size, etc.

Manage Quotation Requests

Admin can receive quotation requests submitted from the users as per their orders. The request will include all the design details about the product designed by users.

The requests will be categorized as per the types of orders placed by the users.

ADMIN PANEL

Manage Orders

Admin will be able to view all order details and information along with their delivery status.

Manage Payment Transactions

- Admin can manage transactions for orders by users/customers related to orders.
- Admin can create/view/download the invoices for the payments as per the orders.

Manage Promo/Coupon Code

Admin will be able to create Promo Codes and send them to their clients for special offers via email.

Manage Shipment

The admin will manage the deliveries of their products. To ship the product, they will set the shipment charges, that may apply to the order of their products. Following will be the charges set by the admin for the delivery:

- Standard Charges; ***Enter Standard Charges for Delivery.***
- Local Pickup; ***The admin will add a list of stores from where users will select***

Contact Queries

Admin will be able to view user queries on their dashboard.

ADMIN PANEL

Manage Newsletter Subscriber

Admin will view the list of customers who have subscribed to the newsletter.

Manage Pages

Admin can manage pages through admin panel that are informative or images based, like;

- Gallery
- Big Little Reveal Swag

Manage Static Content of Website

Admin will manage the static content for the below-mentioned pages:

- About Us
- FAQs
- Blogs
- Privacy Policy
- Terms and Conditions

THANK YOU