



Granny's Hugs *User Guide*

Everything you need to shop the store and run the shop — step
by step, with pictures.

FABRIC COTTAGE · COMPLETE HANDBOOK

grannys-hugs.com

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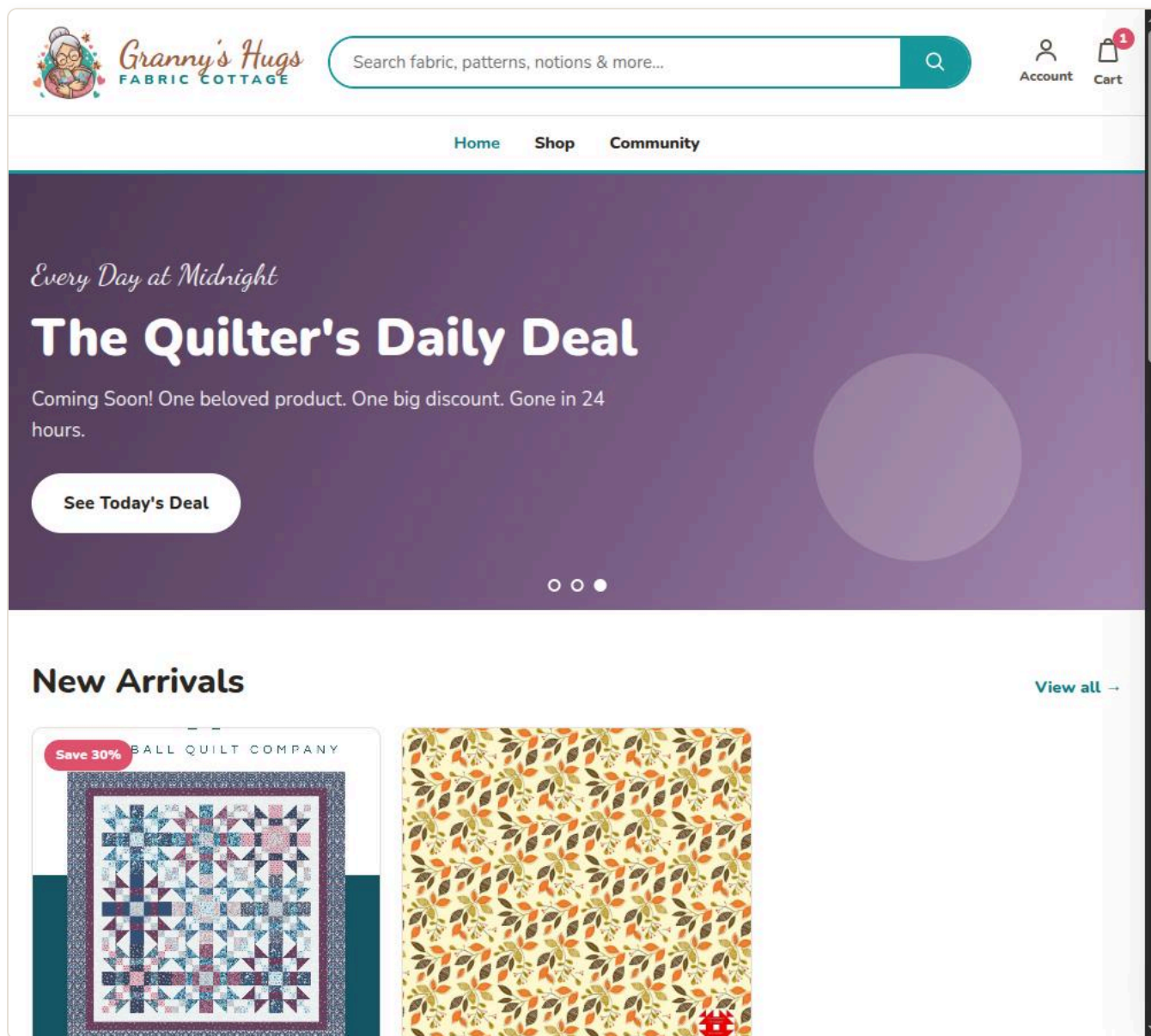
PART 1

Shopping the store

For customers. How to find fabric, fill a cart, make an account, and check out — no technical knowledge needed.

1. Finding your way around

Every page shares the same header, so once you know it you know the whole site.



The homepage: announcement bar, search, Account & Cart, and the department menu.

1

The teal announcement bar

The strip at the very top shows your current offer, like free shipping over \$100. It is a single teal line of text, and when the shop has attached a link you also see a linked phrase after the message (for example “Shop the Daily Deal →”). Click that phrase to jump to the linked page; the message itself is plain text.

The bar is not part of the page you are reading. The server injects it into every storefront page as it renders, so the same message appears on the homepage, the shop, the cart, and every blog post at the same moment. It also decides for itself whether to appear: the bar stays hidden when the shop has switched it off, when the message is empty, or when today falls before its start date or after its end date. That is why a promo bar can vanish overnight; the end date passed, and nothing else changed.

Nothing on the bar reads or writes your cart or account. If the link points at a shop view (such as `/shop/?cat=deals`) clicking it behaves exactly like clicking that department in the menu. Admins set the message, the optional link text and URL, and the date range under **Settings** → **Announcement** (step 28), and that screen includes a live preview of what you are seeing here.

2

Search anything

The wide box in the middle of the header, with the placeholder “Search fabric, patterns, notions & more...”, is a standard search form. Type a word or two and press **Enter** or click the magnifying-glass button. Your browser goes to `/search/` with your words attached, so the results page has an address you can bookmark or share.

Behind the scenes the server looks through the site’s published articles for your words in the title or the body and returns up to 20 matches, newest first. The results page heading repeats what you asked for (“Search results for” followed by your words), and if nothing matches you get a friendly empty state rather than an error. Search reads the tutorials and blog articles; to hunt for a specific product, open the Shop page and use its category filters and sort menu instead (step 2 of this guide, section 2).

Searching changes nothing on the server. You can search as often as you like, signed in or not, and your cart is untouched.

3

Account & Cart

Top-right you'll find the **Account** and **Cart** icons. **Account** is a plain link to the sign-in page at `/login/`; once signed in you can reach your own details page at `/account/` (step 7). Above these, the thin utility bar offers the same routes in words: **Sign In** and **Create Account**, plus quick links to Daily Deal, Tutorials, Patterns, and Sales.

Cart is a button, not a link. Clicking it slides the cart drawer in from the right side of the screen without leaving the page you are on (section 3 covers the drawer itself). The small number on the cart icon is a live count of every item in your cart, counting quantities: two fat quarter bundles and one pattern shows 3, not 2. The badge updates the moment you add, remove, or re-count anything, on every page, because the theme asks the server for your current cart when each page loads.

Neither icon ever charges you or changes an order. The cart button only shows what you have gathered so far; checkout is a separate, deliberate step.

4

The department menu

The teal menu bar under the header lists the shop's departments: **Shop All**, **Precut Fabrics**, **Fabric by the Yard**, **Patterns & Books**, **Notions & Supplies**, **Quilt Kits**, **Tutorials**, and **Sale & Clearance** in its own accent colour at the end. Hover any item with a small arrow to open its dropdown of sub-categories, such as 2.5" Strip Rolls, 5" Charm Squares, and Fat Quarter Bundles under Precut Fabrics, or Thread and Cutting Tools under Notions.

Every entry is a preset view of the same Shop page. Clicking **Quilt Kits** takes you to `/shop/?cat=kits`, which is the Shop page already filtered to kits; clicking **Sale & Clearance** opens `/shop/?cat=sale`, the same page showing only discounted items. Nothing in the menu is a separate catalog, so a product you find under a department is the same product you would find by filtering by hand.

On a phone, the menu collapses behind the three-line button at the far left of the header; tap it to open the same list vertically. To put the shop on a specific department directly, share the address with its `?cat=` part; whoever opens it lands pre-filtered.

5

The homepage below the header

Scroll down for the rotating hero and daily deal, then the **All Categories** grid — a tile with an icon for each shop category — and **From Granny's Blog**, the latest posts as cards. Click any category tile to jump straight into that part of the shop.

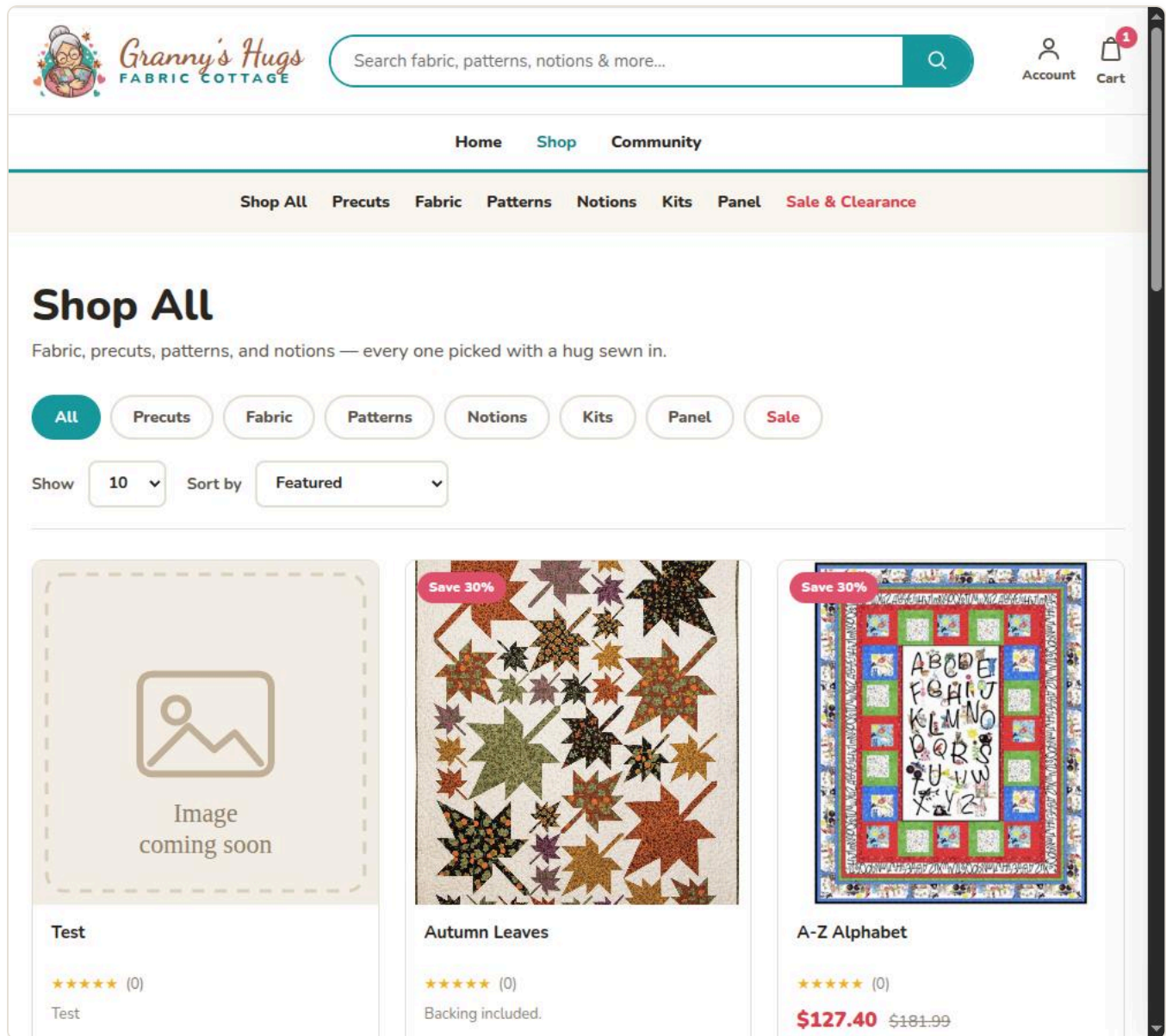
Each region works a little differently. The hero is a three-slide banner that advances on its own; the dots underneath jump to a slide, and each slide's button leads to a shop view (the Daily Deal slide, for example, links to `/shop/?cat=deals`). The product shelves below it (New Arrivals, Best Sellers) are filled live from the catalog: the shop marks products with a “new” or “best” tag in the admin, and the shelf shows exactly those. A shelf with no tagged products hides itself entirely rather than sit empty.

The **All Categories** grid is drawn from the shop's own category list (the one admins manage under Shop → Categories, step 11), so a category added or re-iconed in the admin appears here on the next page load, emoji and all. Each tile links to the Shop page filtered to that category. **From Granny's Blog** shows the latest published posts; clicking a card opens the full article.

Rules. The header is identical on every page and is navigation only — nothing here changes your cart or account. Once you recognise these areas you can find anything on the site.

2. Browsing & searching the shop

The Shop page shows every product, with filters to narrow things down.



The Shop page: category filters across the top, the Show and Sort menus, then the product cards.

1 Open the shop

Click **Shop All** in the menu, or visit grannys-hugs.com/shop/. The page opens with the heading **Shop All** and a grid of every published product. When you arrive through a department link the address carries a `?cat=` part and the page opens pre-filtered, with the heading changed to match (Precut Fabrics, Quilt Kits, Sale & Clearance, and so on).

The grid is filled live: when the page loads, your browser asks the shop's catalog service for the current product list, so prices and sale flags are always what the shop has right now, not a stale copy. Products the shop has marked as test items are filtered out on the server before the list is ever sent, so a half-finished listing can never appear here.

2 Filter by category

Use the rounded buttons across the top (All, then one button per category, then Sale) to show only what you want. The buttons are built from the shop's own category list, so a category added under Shop → Categories — a membership box, say — gets its own filter button here automatically, no theme work required. The active filter turns teal, and the page heading changes with it. Clicking a filter redraws the grid instantly from the already-loaded catalog; there is no page reload and no request to the server.

Each button matches products by their category value, with two special cases. **Sale** shows every product that has a “was” price recorded, whatever its category; a discounted quilt kit appears under both Kits and Sale. **All** clears the filter. As you click, the page address is rewritten in place (for example `/shop/?cat=notions`), so the Back button, bookmarks, and shared links all keep the filter you chose. If a category has nothing in it yet you see the message “No products found in this category just yet — check back soon!” instead of an empty grid.

3 Sort the results

Use the **Sort by** menu on the right to reorder whatever the current filter is showing. The four choices are **Featured** (the shop's own order, the default), **Price: Low to High**, **Price: High to Low**, and **Top Rated** (highest star rating first).

Sorting, like filtering, happens in your browser and never touches the server or the catalog. Filter and sort combine: pick Sale then Price: Low to High to see every discount from cheapest up. A practical example: to find the best-reviewed cutting tool, click **Notions**, then choose **Top Rated**; the first card is the answer. The sort choice is not written into the page address, so a shared link keeps the category but reopens sorted by Featured.

4 Choose how many show at once

Beside the Sort menu is a **Show** menu that sets how many products appear per page: **10**, **20**, **40**, **60**, or **All**. The default is 10, and your choice is remembered on your device, so the shop opens the way you left it next time. When more products exist than fit on one page, numbered page buttons (with Prev and Next) appear at the bottom; click a number to jump and the grid redraws instantly. Choosing **All** puts every product on one page and hides the page buttons. Like filtering and sorting, paging happens in your browser from the already-loaded catalog, so it is immediate.

5

Read a product card

Each card shows the product's picture (an uploaded photo, or the shop's generated fabric-swatch art when no photo exists), the name, a five-star rating with the review count in parentheses, a short description when the shop has written one (trimmed to three lines on the card), and the price. A pink **Save %** flag and a struck-through price mean it's on sale: the flag's percentage is computed from the two prices, so "Save 20%" on a \$39.95 item with a \$49.95 was-price is arithmetic, not a claim.

The card offers two actions. Clicking the picture opens the Shop page filtered to that product's category, which is the quickest way to see its siblings. The teal **Add to Cart** button puts one of the item into your cart and opens the cart drawer (section 3). Stars are rounded to the nearest whole star for display; the underlying rating and review count are set by the shop on the product record.

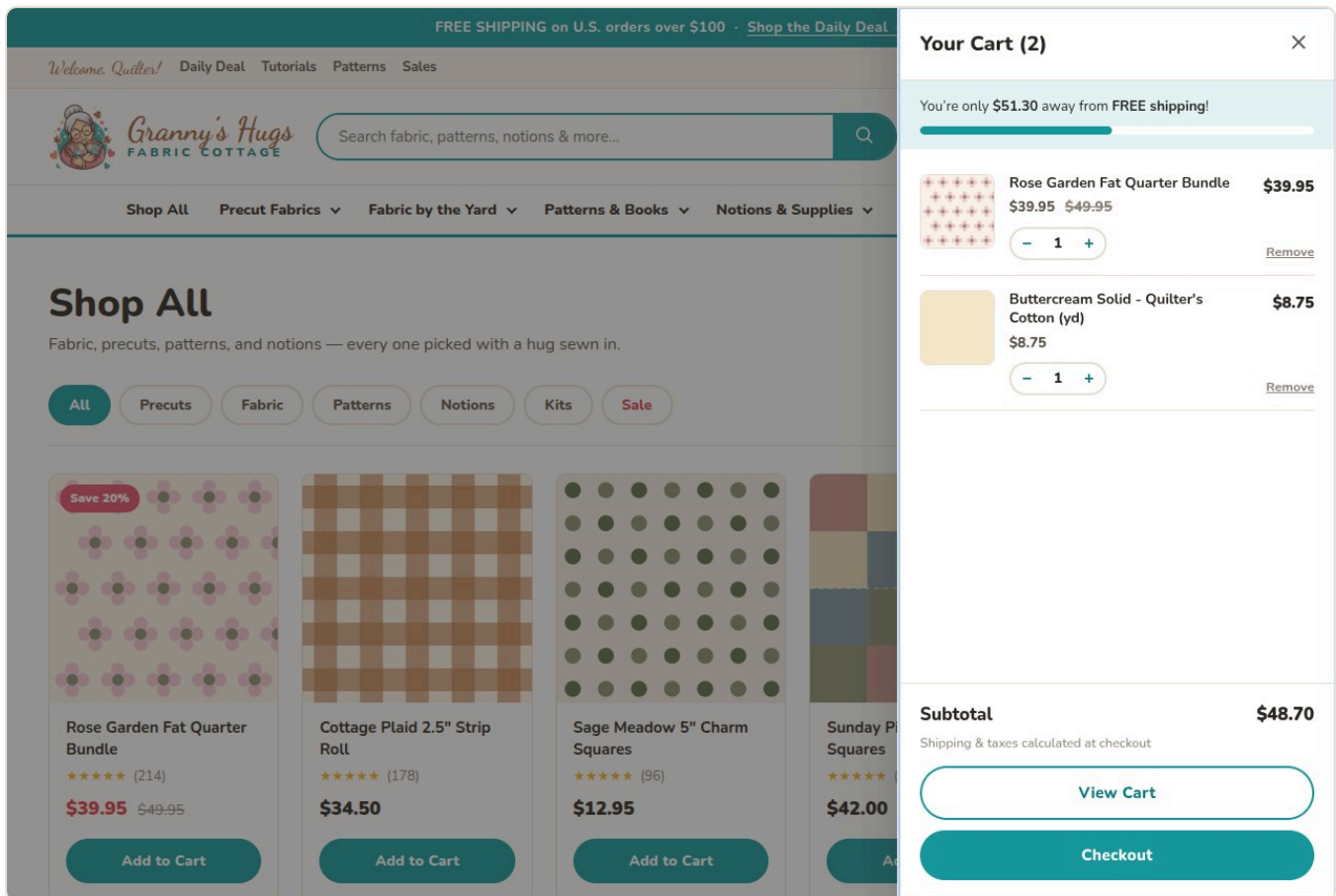
Cards in **Fabric by the Yard** read a little differently, because that department sells cut lengths rather than packaged goods. A fabric product's price carries a `/yd` suffix, so "\$11.25/yd" means eleven dollars twenty-five a yard, and a line under the price reports the stock as either "**N yards left**" (or "1 yard left" when a single yard remains) or "**Out of stock**". When a fabric has run out its Add to Cart button is greyed and reads "Out of stock", and a grey "Sold out" flag sits on the picture, so you cannot start an order the shop has no cloth to fill.

Other departments can carry a stock line too. When the shop has entered a quantity for an item, the card reports "**N left in stock**" and, at zero, the same greyed button and Sold-out flag as fabric. Items with no quantity entered simply show no stock line and sell without a cap.

Rules. Filters and sorting only change what you see — they never change the catalog — and the page address updates so you can bookmark or share a filtered view. Only published products appear; items the shop is still setting up stay hidden.

3. Adding items to your cart

One click adds an item and slides open your cart so you can keep shopping.



The slide-out cart drawer with two items, a free-shipping progress bar, and the subtotal.

1

Click “Add to Cart”

On any product, press the teal **Add to Cart** button. The cart drawer slides in from the right so you can see the line land in your cart without leaving the page.

What actually happens: your browser sends the product’s identity to the shop’s cart service, which checks that the product really exists in the catalog (a stale page pointing at a removed product gets a clear “Unknown product” refusal rather than a ghost line), adds one to your quantity for that item, saves the cart, and sends back the fresh cart with server-checked prices. Pressing the button again for the same product raises the quantity rather than creating a second line, and quantities cap at 99 per item.

Where the cart lives depends on who you are. As a guest, the site sets a private, random cart cookie in your browser that lasts 30 days, and your cart rides on it. Signed in, the cart is keyed to your account instead, which is what lets it follow you between devices. If the register can’t be reached (say the connection drops) you see the message “Couldn’t reach the register — please try again.” and nothing is lost.

Fabric bought by the yard counts in yards. One press of Add to Cart puts one yard in the cart, the line shows its count as “**2 yd**” rather than a bare number, and its price shows per yard with the `/yd` suffix. The quantity is capped at the yards actually in stock, on the server as well as in the page, so you can never cart more of a fabric than the shop has cut; a fabric that has dropped to zero refuses the add outright with “This fabric is out of stock right now.”.

2

Watch the free-shipping bar

The teal bar at the top of the drawer shows how close you are to free shipping, and it fills in proportion as your subtotal grows. Below the threshold it tells you the exact gap, for example “You’re only **\$23.05** away from **FREE shipping!**”; once your subtotal reaches the threshold it switches to “You’ve earned **FREE shipping!**” with a little celebration.

The threshold itself (\$100 by default) is a shop setting stored on the server and sent along with every cart response, so the bar is always measuring against the shop’s current rule rather than a number baked into the page. The gap is computed from the server’s subtotal, using the shop’s current prices. The bar is informational only; crossing the line changes what checkout will charge for shipping (nothing), but the bar itself never charges or reserves anything. A worked example: with \$76.95 in the cart, adding an \$11.25 yard of Harvest Gingham twice carries you past \$99 to \$99.45, and the message still shows a 55-cent gap; one more spool of thread flips it to the earned message.

3 Adjust quantities

Every line in the drawer has a quantity stepper: – and + buttons around the current count, plus a **Remove** link. Each press sends the new quantity for that one line to the cart service, which saves it and returns the recalculated cart; the line total, the subtotal, the shipping bar, and the header badge all update together from that single answer.

The rules are simple and enforced on the server, not just in the page: a quantity can be 1 through 99, stepping down from 1 removes the line entirely (a quantity of zero is never stored), and **Remove** deletes the line in one click regardless of its count. Prices are never taken from the page. Even if a browser extension rewrote the numbers you see, the server reprices every line from the catalog when it computes your subtotal, so the total at checkout is always the shop's price times your quantity.

Use the stepper when you decide two charm packs are better than one; use Remove when you change your mind about the item itself.

A fabric line has one extra ceiling: its plus button greys out once you reach the yards in stock, since you cannot cart more cloth than the shop holds. Every other line stops only at the ordinary 99-per-item limit.

4 Keep shopping or check out

Click anywhere outside the drawer (or the  in its corner, or press **Esc**) to close it and keep browsing. Closing the drawer changes nothing; your cart is already saved on the server after every add or adjustment, so there is no “save cart” step and nothing to lose by wandering off to read a tutorial.

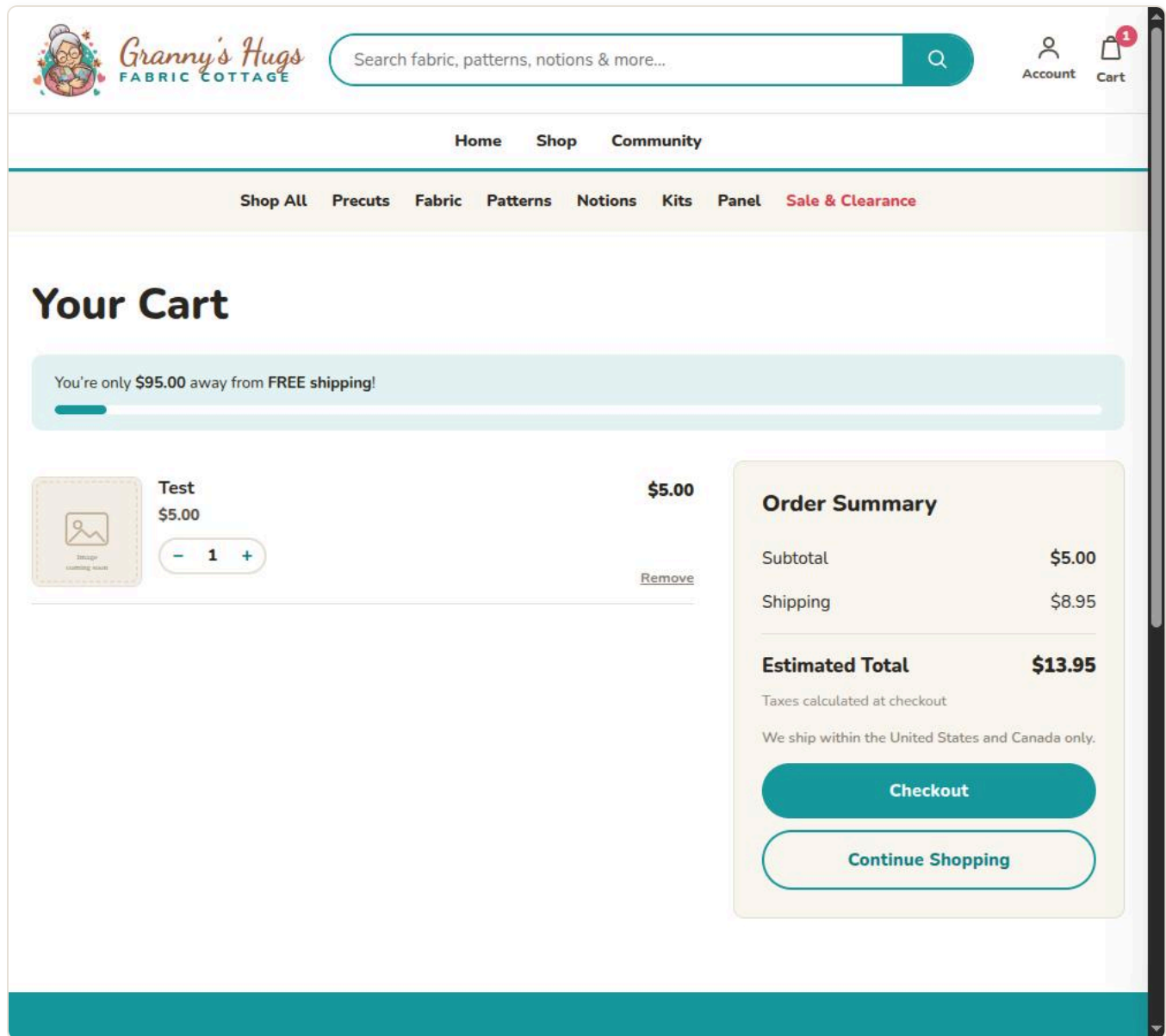
When you are ready, the drawer's footer offers two paths. **View Cart** opens the full cart page at </cart/>, which adds an order summary with shipping and an estimated total (section 4); use it when you want a careful look before paying. **Checkout** starts payment right from the drawer (section 8). The footer also shows your running **Subtotal** and the note “Shipping & taxes calculated at checkout”, which is literal: the drawer never guesses shipping, because that depends on the shop's threshold and flat rate at the moment you check out.

Tip. Your cart follows you. If you sign in, it's saved to your account and waiting on any device you use next.

Rules. Prices and the free-shipping threshold (\$100) are set by the shop and can't be changed here. Quantities are always one or more; taking the last one out removes the line. Signed in, your cart is saved to your account; as a guest it's saved in your browser.

4. Reviewing your cart

The full cart page is where you do a final review before checkout.



The cart page: item list on the left, order summary with shipping and total on the right.

1 Open the cart page

Click **View Cart** in the drawer, the **Cart** icon in the header, or visit `/cart/`. The page is headed **Your Cart** and shows the same cart as the drawer, just with more room: it is one cart, stored once on the server, viewed two ways.

The layout puts your items on the left and the **Order Summary** on the right, with the same free-shipping progress bar across the top that the drawer shows. Item lines here carry the identical quantity steppers and **Remove** links described in section 3, and they talk to the same cart service, so a change made here is instantly reflected in the drawer and the header badge too.

2 Check quantities and totals

Adjust or remove items on the left. The **Order Summary** on the right updates the subtotal, shipping, and estimated total automatically after every change, because each adjustment returns a freshly priced cart from the server.

Reading the summary: **Subtotal** is the sum of each line's current shop price times its quantity. **Shipping** follows one rule: free when the subtotal has reached the shop's free-shipping threshold (\$100 by default), otherwise the shop's flat rate, which the owner sets in Shop → Settings (\$8.95 unless changed). **Estimated Total** is the two added together, and the note "Taxes calculated at checkout" explains the word "estimated". So a \$92.00 cart shows \$8.95 shipping and a \$100.95 estimated total; adding one more \$11.25 yard lifts the subtotal to \$103.25, shipping drops to free, and the estimated total actually falls to \$103.25.

3 Continue to checkout

Press **Checkout** when everything looks right (see step 8). The button asks the shop to open a payment session for exactly what the summary shows; if payments are switched off or the cart is empty you get a plain on-screen message instead, and nothing is charged. Prefer to keep browsing? **Continue Shopping** takes you back to `/shop/` with your cart intact; there is no time limit on a cart beyond the 30-day guest cookie, and a signed-in cart keeps indefinitely.

Rules. Totals recalculate automatically from live prices. Shipping is free at or above the \$100 threshold and a flat rate below it. You can't check out an empty cart.

5. Creating an account

An account saves your cart and order history and unlocks a first-order discount.

FREE SHIPPING on U.S. orders over \$100 · [Shop the Daily Deal](#) →

Welcome, Quilter! [Daily Deal](#) [Tutorials](#) [Patterns](#) [Sales](#) [Sign In](#) [Create Account](#)

Granny's Hugs
FABRIC COTTAGE

Search fabric, patterns, notions & more...

[Account](#) [Cart](#) ²

[Shop All](#) [Pretcut Fabrics](#) [Fabric by the Yard](#) [Patterns & Books](#) [Notions & Supplies](#) [Quilt Kits](#) [Tutorials](#) [Sale & Clearance](#)

Join the family
Made with a hug sewn in

Create your Granny's Hugs account and get **20% off** your first order — plus daily deals, tutorials, and new-arrival news.

- 20% off your very first order
- Daily deals & new arrivals by email
- A cart and order history that's all yours

Create Account

Username

Email

Display Name (optional)

Password (8+ chars) Confirm

[Create Account](#)

Already stitched in? [Sign in](#) →

The Create Account page — membership perks on the left, the sign-up form on the right.

1 Open the sign-up page

Click **Create Account** in the top bar, or visit `/WTM64-register/`. The page splits in two: the left panel (“Made with a hug sewn in”) lists membership perks, and the right panel titled **Create Account** holds the form itself. Above the form sits a message area that stays hidden until something needs your attention; every validation problem appears there in red rather than on a separate error page.

2 Fill in your details

The form has five fields. **Username** is your permanent handle: letters, digits, underscore, dot, and dash only, nothing else, and it can never be changed later. **Email** must look like a real address (something, an @, a domain with a dot). **Display Name** is optional and is the friendly name shown around the site; leave it blank and your username is used. **Password** needs at least 8 characters, and **Confirm** must repeat it exactly, which catches typos before they lock you out.

Each rule has a specific message when it fails: “All fields are required.”, “Passwords do not match.”, “Password must be at least 8 characters.”, “Username contains invalid characters.”, and “Please enter a valid email address.”. If someone already registered your username or email you see “Username or email already in use.”; pick a variation or sign in instead. The form keeps you on the same page after an error, so fix the flagged field and submit again.

3 Create the account

Press **Create Account**. On success the server writes your new customer record (as a *Subscriber*, the ordinary shopper role with no admin access), signs you in by setting the site’s session cookie, and returns you to the store already logged in; there is no email confirmation step to wait for.

Signing in has one pleasant side effect: any cart you built as a guest is merged into your account cart the first time the shop sees you signed in, so nothing you gathered before registering is lost. If the account could not be created for a reason other than validation, you see “Registration failed. Please try again.” and nothing is saved; trying again is safe.

Tip. Members get 20% off their first order, plus daily deals and new-arrival news.

Rules. Your **username** is permanent and must be unique; your **password** needs at least 8 characters and is typed twice to confirm; your email must be a valid address. On success you’re signed in right away.

6. Signing in

Returning customers sign in to pick up where they left off.

Granny's Hugs FABRIC COTTAGE

Search fabric, patterns, notions & more...

Account Cart

Home Shop Community

Welcome back
Hello again, Quilter!

Sign in to pick up where you left off — your cart, your orders, and your next cozy project are all waiting.

- Your saved cart follows you
- Track orders & reorder favorites
- Members save 20% on the first order

Sign In

Username or Email

Password

Sign In

New to the cottage? [Create an account](#) →

Daily deals, tutorials, new arrivals & more?

Join thousands of quilters who get Granny's newsletter and receive 20% off your first order.

Your email address

Subscribe

SHOP
Shop All

LEARN
Quilting Tutorials

ABOUT
Our Story

ACCOUNT & SUPPORT

The Sign In page — a friendly welcome panel beside the login form.

1 Open the sign-in page

Click **Sign In** in the top bar, or visit `/login/`. Like the sign-up page, it pairs a welcome panel (“Hello again, Quilter!”) with the form panel titled **Sign In**. The same page serves shoppers and administrators; what differs is where each lands afterwards.

2 Enter your details

Two fields only. **Username or Email** accepts either one; the server looks your account up both ways, so you never need to remember which you used. **Password** is checked against the stored, hashed copy of your password; the site never stores the password itself. Press **Sign In**.

On success the server sets a session cookie in your browser (the same cookie the cart and account pages read), then sends you onward: administrators and editors land in the admin at `/WTM64-admin/`, everyone else returns to the storefront. If you arrived at the sign-in page from somewhere that noted where you were headed (for example the account page redirects to `/login/?next=/account/`), you are sent back there instead; for safety only addresses on this site are honoured, so a crafted link can never bounce you to another domain after sign-in.

3 Forgot which is which?

If the details don't match you'll see the message "That username or password doesn't match. Please try again." above the form. It is deliberately vague: the site answers a wrong password and a nonexistent username identically, and even takes the same amount of time to answer both, so nobody can use the sign-in form to discover which accounts exist.

Repeated failures from the same connection are rate-limited; after too many wrong tries in a row the server answers with a temporary "too many attempts" refusal, and waiting a little clears it. New here? Use the **Create an account** link under the form, which goes to the sign-up page in section 5.

Rules. Either your username or your email works, paired with your password. A wrong combination shows the same generic message either way, so no one can probe which accounts exist.

7. Managing your account

Your account page is where you update your details or change your password.

Granny's Hugs
FABRIC COTTAGE

Search fabric, patterns, notions & more...

Account Cart

Home Shop Community

Your cozy corner
My Account
Update your details or password anytime. [Sign out](#)

Your Details

Username
quilter

Display Name
Quilter

Email
you@example.com

Save Details

Shipping Address

Street Address
123 Main Street

Apt / Suite (optional)

City
Hooper

State / Province
UT

ZIP / Postal Code
84315

Country
United States

Phone (optional)

We check your city against your ZIP/postal code. We

The My Account page: “Your Details” on the left and the “Shipping Address” card on the right.

1 Open your account

While signed in, click the **Account** icon in the header, or visit `/account/`. If you are not signed in, the page does not show an error; it forwards you to the sign-in page and remembers where you were going, so after signing in you land back on `/account/` automatically.

The page, headed **My Account**, holds independent cards, each its own form with its own button so saving one never touches the others: **Your Details**, **Shipping Address**, **Change Password**, and a **Close Account** card at the bottom. Confirmation and error messages appear at the top of the page after each save.

2 Update your details

In **Your Details** you see three fields. **Username** is displayed but greyed out and read-only; it is your permanent handle and the server refuses to change it no matter what a browser sends. **Display Name** (up to 120 characters) is the name the site shows for you; clear it and your username is used instead. **Email** must be a valid address; an address without an @ or a domain is refused with “Please enter a valid email address.” and nothing is saved.

Press **Save Details** and the server updates your user record and reloads the page with the note “Your details were saved.” A concrete case: married and changing your name? Type the new display name, keep the email, press Save Details, and every future page greets you by the new name while your sign-in username stays what it always was.

3 Save a shipping address

The **Shipping Address** card holds where your orders go: a street address, an optional apartment or suite, city, state or province, ZIP or postal code, a country menu (United States or Canada, the only places Granny’s ships), and an optional phone. When you press **Save Address**, the shop checks your city against your ZIP or postal code: an unrecognized code is refused, and a city that does not match the code is flagged with a suggestion (for example “‘Denver’ doesn’t match 84315. Did you mean Hooper?”), so a typo cannot send your quilt to the wrong town. The state or province is filled in for you from the code. Leave the code blank to save a partial address without the check.

4 Change your password

The **Change Password** card asks for three things: your **Current Password** (proof it is really you at the keyboard, not just someone at your unlocked screen), a **New Password** of at least 8 characters, and the same new password again to confirm. Press **Update Password**.

Each check has its own message when it fails: a wrong current password gets “Current password is incorrect.”, mismatched entries get “New passwords do not match.”, and a short one gets “Password must be at least 8 characters.” On success the page reloads with “Password updated.” and the new password takes effect for your next sign-in; your current session stays signed in, and your cart and order history are untouched.

Good to know. The account page only ever shows *your* information. It never gives access to the store’s admin tools.

Rules. You can change your display name, email, and password; your username can never change. A new password needs 8+ characters, entered twice. The page shows only your own data and grants no admin access.

8. Checking out

Checkout turns your cart into an order.

1 Start checkout

Press **Checkout** in the cart drawer or on the cart page. The button first checks you actually have something to buy: an empty cart gets the on-screen note “Your cart is empty — add something cozy first!” and nothing else happens. With items present, the button disables itself (so a double-click can’t create two orders) and asks the shop to open a payment session.

At that moment the server writes your order: it reprices every line from the live catalog, works out shipping by the same free-over-threshold-else-flat-rate rule the cart page shows, records the item list, subtotal, shipping, total, currency, and (when you are signed in) your customer details, and saves it all with a **Pending** status. The order exists before any money moves, which is how the shop can match a payment back to exactly what you bought.

2 Pay securely

When card payments are switched on, the shop answers with a payment address and your browser goes there. With Stripe as the gateway that address is a Stripe-hosted payment page listing your items and shipping as separate lines, where you enter card details on Stripe’s servers; your card information never touches this website in any form. If you signed in first, your email is pre-filled on Stripe’s page so the receipt reaches you without retyping.

Two other outcomes are possible. If the shop runs in test mode (no real gateway configured), the order is marked paid immediately and you skip straight to the confirmation; no money moves. If the payment provider cannot be reached, checkout stops with a “Payment provider unavailable” message, the Checkout button re-enables, and your cart and pending order are unharmed; try again in a moment.

3 Order confirmed

After paying you return to the cart page, which greets you with “Thank you! Order #*N* is confirmed.” and your order number. Behind the scenes Stripe notifies the shop directly that the payment cleared; only then is the order flipped from Pending to **Paid** and the cart it came from emptied. Because the notification goes server-to-server, closing your browser right after paying cannot lose the order.

Changed your mind on Stripe’s page? Use its back link and you return to `/cart/` with the message “Checkout cancelled — your cart is safe and sound.”; every item is still in the cart and no charge was made. The abandoned order simply stays Pending in the shop’s books and is never billed.

Note. If checkout says payments are turned off or not set up yet, the shop owner has paused them (see step 15). Everything else — browsing, cart, accounts — still works.

Rules. Checkout needs a non-empty cart and works only when the shop has payments switched on with a gateway configured. Card details go straight to Stripe and never touch this site. A completed order empties your cart and shows a confirmation.

PART 2

Running the shop

For administrators. How to manage products, imports, and orders from the WordPress-style admin. Only administrator accounts can reach these tools.

9. Signing in as an administrator

Administrators use the same sign-in page and land in the admin area.

1 Sign in

Go to `/login/` and sign in with your **administrator** account. It is the same branded sign-in page shoppers use, described in section 6, with the same fields (username or email, password) and the same rate limiting on repeated failures. There is no separate admin login address to remember or to leak.

What makes an account an administrator is its *role*, stored on the user record and readable under Users (section 22). The session cookie you receive on sign-in carries that role, and every admin page checks it on every request.

2 You land in the admin

Administrators are taken straight to the admin dashboard at `/WTM64-admin/`; ordinary customers signing in on the same form are returned to the storefront instead. You can return any time via `/dashboard/`, which simply forwards a signed-in admin to `/WTM64-admin/` (and forwards anyone who is not signed in to the sign-up page).

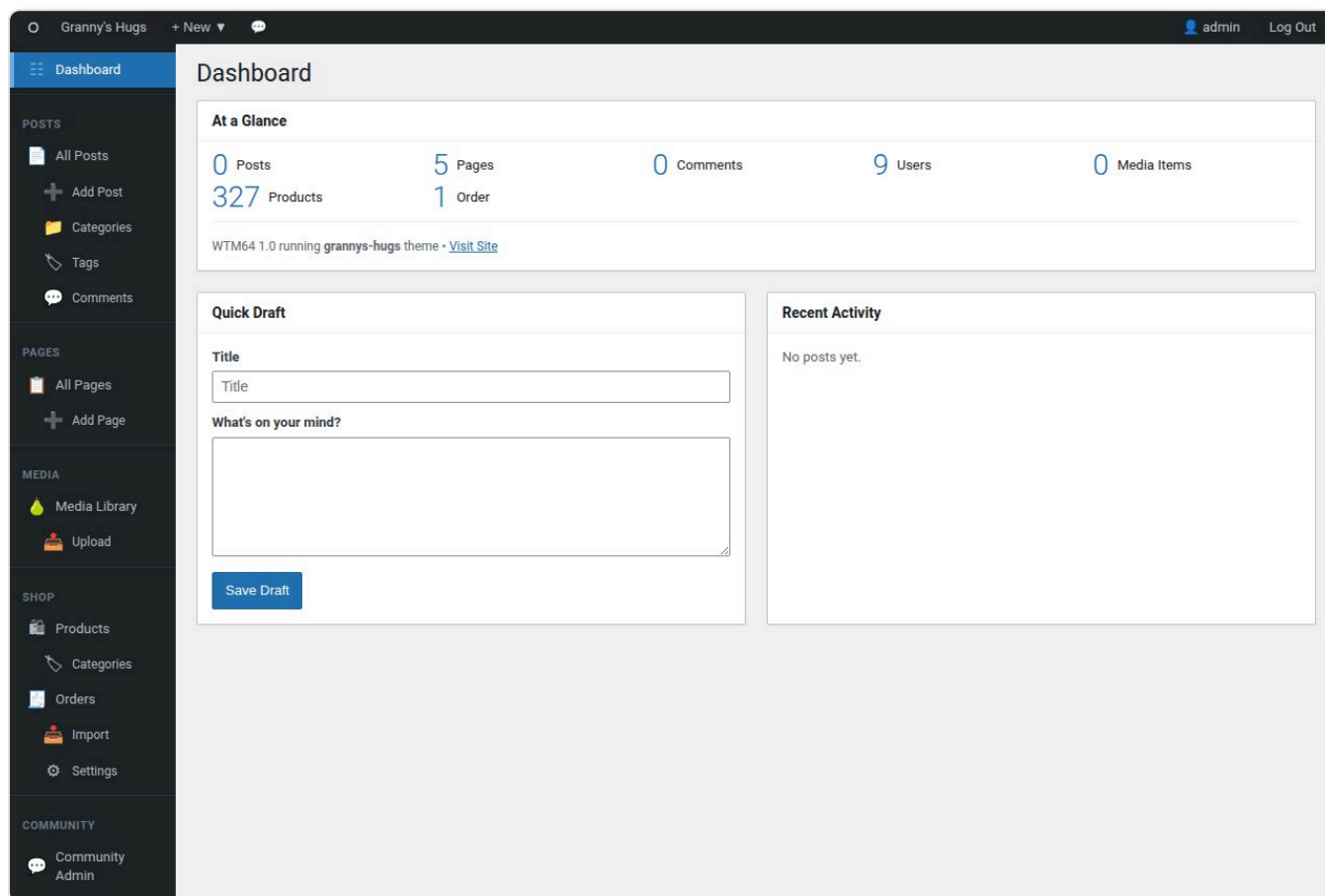
Admin access is a double gate. The account must hold the Administrator role, and its username must also be on the site's admin allow-list, a server-side list of named accounts. Both the admin pages and the admin data services enforce the same pair of checks, so there is no side door: a request without a session is answered "Sign in required.", and a signed-in non-admin gets "Administrator access required." To leave the admin, use `/logout/`, which clears the session cookie and drops you on the homepage.

Security. Customer accounts can never see these screens — visiting an admin address just sends them back to sign-in.

Rules. Only accounts with the **Administrator** role reach the admin, and the account must also be on the site's admin allow-list. Everyone else is returned to the sign-in page.

10. The dashboard

The dashboard is your home base, with an at-a-glance count of everything.



The admin dashboard — “At a Glance” counts, Quick Draft, and the left-hand menu with the Shop section.

1 Read “At a Glance”

The top card counts your content: Posts, Pages, Comments, Users, Media Items, and, while the shop plugin is active, **Products** and **Orders**. Every number is a link; clicking **Orders** opens Shop → Orders, clicking **Posts** opens the post list, and so on. The counts are queried fresh each time the dashboard loads, so after an import of forty products the Products figure already shows the new total.

Under the numbers a footer line names the software version and the active theme, with a **Visit Site** link that opens the storefront your customers see; keep it in a second tab while you work and refresh it to check changes.

Beside At a Glance sits **Quick Draft**: a Title box and a “What’s on your mind?” box. It saves a bare-bones blog draft in one click, for capturing an idea mid-task; the draft then waits in Posts (section 16) where you finish and publish it. Quick Draft never publishes anything by itself.

2

Use the left menu

Everything is in the left sidebar, grouped the way this guide is: content tools (Posts, Media, Pages, Comments), the **Shop** group, people (Users), and site plumbing (Appearance, Extensions, Tools, Settings). The **Shop** group holds **Products**, **Categories**, **Orders**, **Import**, and **Settings**, and the item you are on is highlighted so you always know where you stand.

The menu is drawn from what is active on the site. Deactivate the Shopping Cart extension (section 25) and the whole Shop group disappears along with its pages; reactivate it and everything returns, data intact. The top bar adds shortcuts that follow you to every admin page: + **New** creates a post, page, or product from anywhere, and the speech-bubble icon shows a badge when comments are waiting for review.

Rules. The dashboard is a read-only overview — the counts are live and clicking one jumps to it. The **Shop** group only appears while the Shopping Cart extension is active (see step 25).

11. Adding a product

The product form builds a shop listing, with either an uploaded photo or generated fabric-swatch artwork.

The Add New Product form — details and the Test item switch on the left, the image dropzone and swatch designer on the right.

Rules. **Slug** is the product's permanent identity: lowercase letters, numbers, and dashes only, auto-filled from the title, and it can't change after saving. **Price** is required. A **Product image** (drag-drop or Choose File, up to 5 MB, JPG/PNG/WebP/GIF/AVIF) is saved under the slug and, when present, is shown instead of the swatch art. New products are **Test items** by default — hidden from the shop until you uncheck the box. Only administrators can add products.

1 Open the form

Go to **Shop** → **Products** and click **Add New Product** (or use **+ New** → **Product** in the top bar). The same form serves both adding and editing; opened from a product's Edit link it arrives pre-filled and its button reads **Update Product** instead of **Add Product**.

2

Enter the details

Type a **Title** (1 to 200 characters); as you type, the **Slug** fills itself in as a lowercase, dash-separated version, so “Rose Garden Bundle” becomes `rose-garden-bundle`. The slug is the product’s identity everywhere: it names the database record, keys the uploaded image file, and matches rows during import. It must start with a letter or digit and contain only lowercase letters, digits, and dashes; once saved it is fixed, and typing a different slug later creates a second product rather than renaming the first.

Choose a **Category** from the dropdown; the list is filled from your own categories (steps 7 and 8 below). Set the **Price** in dollars, anywhere from 0 to 100,000. To show a sale, put the old price in **Was**: the storefront then strikes it through and computes the pink Save-percent flag from the two numbers, so price 39.95 with was 49.95 shows “Save 20%”. Leave Was blank for a normal listing. **Rating / Reviews** seed the stars (0 to 5) and the review count shown in parentheses on the card; new products default to 5.0 and 0. If any field is out of range the save is refused and you return to the list with the notice “Invalid product fields”, nothing written.

One field belongs to fabric alone. Set the **Category** to **Fabric** and a **Yardage in stock** box appears just below it; it stays hidden for every other category, so you only ever see it when it applies. Type how many whole yards you have cut and ready to sell. A fabric product sells by the yard, which changes what the numbers mean: the **Price** you entered is the price *per yard*, and one unit in a shopper’s cart is one yard. Leave **Yardage in stock** blank and the fabric reads as out of stock on the storefront until you enter a number. Once it is selling, the count drops on its own as paid orders arrive, one yard off stock for each yard bought, so a bolt sells itself down to “Out of stock” without you editing it.

Every other category gets a **Quantity in stock** box in the same spot (the form swaps the two fields as you change the Category). Its blank state means the opposite of fabric’s: leave it blank and the item sells without any stock counting, exactly as before the field existed. Enter a number and the shop starts tracking — the card shows “N left in stock”, carts are capped to what’s on hand, 0 reads as out of stock, and paid orders count the number down (a cancelled or refunded order puts its units back).

Below the stock fields sits a **Description** box, up to 2,000 characters of plain text.

Whatever you write appears on the product’s storefront card under the star rating, trimmed to three lines on the card. Leave it empty and the card simply shows no description line.

3

Set merchandising

Three checkboxes decide where the product is promoted beyond its own category. **New Arrival** and **Best Seller** tag the product so it appears on the matching homepage shelf and under the shop’s New Arrivals and Best Sellers views; a shelf with no tagged products hides itself. **Daily Deal** marks it for the homepage deal card. These flags change visibility only; they never alter the price, so a Daily Deal without a Was price shows no discount. Typical use: tick New Arrival on this season’s fabrics, then untick it in a month when they are no longer news.

4 Add a photo, or design a swatch

In the **Swatch Art** box, drag an image onto the dropzone or click **Choose File** to upload a photo — it becomes the product's picture. Accepted types are JPG, PNG, WebP, GIF, and AVIF up to 5 MB; anything else is refused on save with “Unsupported image type — use JPG, PNG, WebP, GIF, or AVIF.” or “Image too large (max 5 MB).” and the product is not saved until you fix it. The file is stored under the product's slug (one image per product), so uploading a new photo replaces the old one automatically.

Prefer generated art? Leave the dropzone empty and pick a **Pattern** from thirteen styles (solid, floral, gingham, dots, stripes, patchwork, batik, star, logcabin, pinwheel, spools, notion, grid) and up to four **Colors**; the preview pane updates live as you fiddle, labelled “Swatch preview” or “Uploaded image” so you always know which one shoppers will see. When editing a product that already has a photo, the photo stays unless you upload a replacement or tick **Remove image and use swatch art instead**.

5 Decide test vs. live

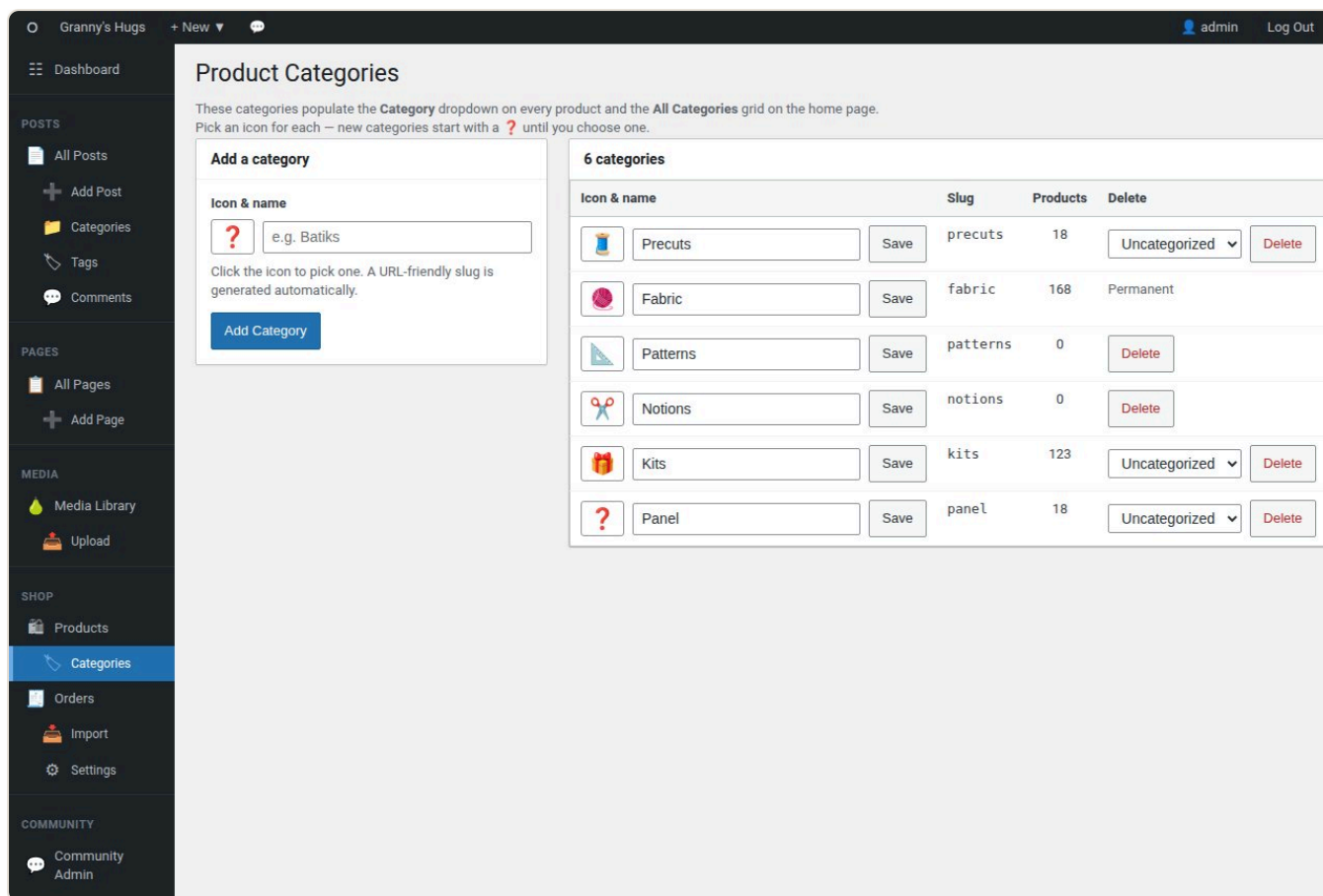
The **Test item** checkbox, labelled “Safe to delete (test data)”, starts checked on every new product. While checked, the product exists fully in the admin (you can edit it, upload its photo, refine its swatch) but the storefront catalog filters it out on the server, so shoppers cannot see it, search cannot surface it, and nobody can add it to a cart. When the listing is ready to sell, **untick Test item** and save.

The flag also controls deletion safety: only test items can be deleted from their row in the product list, which is what protects a live listing from a stray click (section 12 walks through this). To retire a live product you reverse the journey: edit it, tick Test item, save, and it vanishes from the shop immediately while staying in your admin until you delete it for good.

6 Save

Press **Add Product**. The server validates every field, stores the product record, saves the photo if you attached one, and returns you to the product list with the notice “Product added” (or “Product updated” when editing). A live product appears in the shop instantly; the storefront reads the catalog fresh on every page load, so there is no cache to wait out. A test product is saved but stays hidden until you publish it by unticking the flag.

Photo or swatch. An uploaded image always wins over the swatch art. To go back to a swatch later, edit the product and tick **Remove image**.



Shop → Categories — the add form, the icon picker, and your category list.

7 Manage your own categories

The **Category** dropdown is filled from your own list. Open **Shop → Categories** to add, rename, re-icon, or remove one. Type a name and press **Add Category**; a web-friendly slug is made for you (lowercase, dashes, up to 40 characters), and the help text on the form says exactly that. An empty name is refused with “Enter a category name.”, and a name whose slug matches an existing category gets “That category already exists.” with nothing changed.

The list on the right shows each category’s name, its fixed slug, and a **count of products currently in it**, so you can see what a change touches before you make it. To rename or re-icon, edit the row and press its **Save** button; the confirmation reads “Category updated.” To remove one, press the row’s **Delete** button and confirm the browser prompt, which warns: products already in the category keep their current value until you re-categorise them. Deleting a category never deletes products; they simply hold a slug that no filter button matches, so edit each one onto a live category afterwards.

One category cannot be removed at all: **Fabric** is permanent, because the by-the-yard stock feature keys on it. Pressing **Delete** on the Fabric row is refused with “The Fabric category is permanent and can’t be deleted.” and nothing changes. You can still rename Fabric or give it a different icon; you just cannot delete it.

8

Pick an icon

Each category gets an **icon**. Click the icon button next to the name to open a small emoji picker grid and choose one; new categories start as a **?** question mark until you pick something better. The icon is stored with the category and appears on the **All Categories** grid on the home page, where each tile is the emoji plus the category name, linking straight into that category's shop view.

A worked example: you start selling wool. On Shop → Categories, type "Wool & Felt", click the icon button, pick a sheep, press **Add Category**. The confirmation "Category added." appears, the slug `wool-felt` is generated, the product form's Category dropdown now offers Wool & Felt, and the homepage grid grows a sheep tile on its next load.

Categories & the home grid. Renaming a category changes only its display name — the slug stays fixed, so products already in it keep working. The five built-ins (Precuts, Fabric, Patterns, Notions, Kits) are just a starting point; edit them freely. The home page's **All Categories** grid is drawn straight from this list, icons and all.

12. Editing & deleting products

The Products list is your catalog, with quick edit, a guarded single-delete, and an all-powerful bulk delete.

☐	Title	Slug	Category	Price	Stock	Tags	Rating
☐	 Test Edit Delete View Shop	test	panel	\$5.00	1		5.0 (0)
☐	 All Hallows Eve TEST Edit Delete View Shop	gh-qk-001	kits	\$130.99 \$97.30	—		5.0 (0)
☐	 Alphabet Soup TEST Edit Delete View Shop	gh-qk-002	kits	\$101.99 \$127.39	—		5.0 (0)
☐	 Autumn Leaves Edit Delete View Shop	gh-qk-003	kits	\$192.99 \$135.10	—		5.0 (0)
☐	 A-Z Alphabet Edit Delete View Shop	gh-qk-004	kits	\$101.99 \$127.40	—		5.0 (0)
☐	 Blossom TEST Edit Delete View Shop	gh-qk-006	kits	\$199.99 \$139.99	—		5.0 (0)
☐	 Building Blocks Edit Delete View Shop	gh-qk-007	kits	\$125.99 \$88.20	—		5.0 (0)
☐	 Cabin Twist Edit Delete View Shop	gh-qk-008	kits	\$140.99 \$104.30	—		5.0 (0)
☐	 Calypso Edit Delete View Shop	gh-qk-009	kits	\$140.99 \$104.30	—		5.0 (0)
☐	 Christmas Memories Edit Delete View Shop	gh-qk-010	kits	\$140.56 \$98.40	—		5.0 (0)
☐	 Circle of Trees Edit Delete View Shop	gh-qk-011	kits	\$139.99 \$98.00	3		5.0 (0)
☐	 Color Dance Edit Delete View Shop	gh-qk-012	kits	\$154.49 \$108.15	—		5.0 (0)

The Products list — row checkboxes for bulk actions, a *TEST* badge on test items, and *Edit / Delete* on each row.

Rules. Editing can't change a product's slug. Deletion is guarded so a live listing is never lost by accident: the row **Delete** link only removes **Test items** (marked with a yellow **TEST** badge). A production item refuses to delete from its row until you edit it and tick **Test item** first. The **Bulk actions** → **Delete** path is the deliberate exception — it removes everything you've checked, test or production. Deleting a product also deletes its uploaded image.

1 Edit one product

On **Shop** → **Products**, each row shows the product's thumbnail, name, category, price, stock, and flags, with a checkbox at the left for bulk actions and a yellow **TEST** badge (tooltip: "Test item — safe to delete") on anything still hidden from shoppers. The **Stock** column reads the yards on hand for fabric ("25 yd"), the unit count for anything tracked ("12"), a red **Out** at zero, and a dash for items not counting stock. Click a product name or its **Edit** link to open the same form described in section 11, pre-filled; make changes and press **Update Product**. You return to the list with "Product updated".

To jump straight to one item in a long catalog, type in the **Search products...** box above the table. Rows filter as you type, matching the name, slug, category, or tags, and the item count changes to "N of M items" so you can see what the search is hiding. Clear the box and every row returns; the search never changes the catalog, only what the list shows.

Every field is editable except the slug, which is the product's permanent identity. Price changes and sale flags take effect on the storefront on its next page load; a shopper's existing cart reprices automatically too, because carts always resolve against the live catalog.

2 Delete a test item

On a row showing the **TEST** badge, click **Delete**. The link arms itself and asks you to click again within a few seconds to confirm; ignore it and it disarms on its own. On the second click the product record, its stored data, and any uploaded photo file are all removed together, and the list reloads with "Product deleted". There is no undo, but a test item by definition was never visible to shoppers, so nothing public changes.

3 Delete a live product safely

The row **Delete** on a production item is refused: the server checks the item's test flag before deleting and answers with the notice "Production item is protected — mark it as a test item to delete it." Nothing is removed, however many times you click. This guard exists precisely so that one mis-aimed click in a long list cannot erase a listing customers are buying.

To remove a live product deliberately you make your intent explicit, one of two ways: edit it, tick **Test item**, save (it disappears from the shop at that moment), then delete its row; or select it and use the bulk path in the next step. Remember the deletion also removes the product's uploaded photo from the server, so export the catalog first (section 13, step 7) if you may want it back.

4

Delete several at once

Tick the row checkboxes for the products you want (or the header box to select all), choose **Delete** in the **Bulk actions** menu, and press **Apply**. The button turns into a red confirmation reading “Delete *N* — confirm?”; press it again within a few seconds to proceed, or wait and it reverts to a plain Apply with nothing done.

Bulk delete is the deliberate exception to the production guard: because you hand-picked each checkbox, it removes every selected item, live or test, up to 500 at a time, photos included, and reports back “*N* products deleted”. Pressing Apply with nothing selected (or no action chosen) is harmless; you get the reminder “Select products and a bulk action”. Use bulk delete for clearing out a discontinued supplier’s range in one pass; use the row link for everything else.

13. Importing products from a file

Upload a spreadsheet or data file to add many products at once.

Granny's Hugs

+ New

admin

Log Out

Dashboard

POSTS

All Posts

Add Post

Categories

Tags

Comments

PAGES

All Pages

Add Page

MEDIA

Media Library

Upload

SHOP

Products

Categories

Orders

Import

Settings

COMMUNITY

Community Admin

Posts

Comments

Courses

Events

Feedback

View Community

MEMBERSHIP

Members

Add Member

Activation Queue

Access Groups

Community Profiles

SITE

Appearance

Extensions

AI

llama.cpp

Tools

Error Log

Settings

Import Products

Upload a data file

Choose File

No file chosen

Up to 10 MB. You'll see a preview with per-row validation before anything is imported. Existing products with the same slug are updated, new slugs are added.

Upload and Preview

Need a starting point? Download a filled-in sample template:

CSV

TSV

Excel (.xlsx)

JSON

XML

YAML

Each sample has three example products with every column filled in – edit and re-upload.

Supported formats & columns

Formats: CSV, TSV, TXT (delimited), JSON, XLSX (Excel), XML, YAML.

Columns (aliases accepted, order doesn't matter):

Field	Aliases	Notes
title	name, product_name	required
slug	id, sku, handle	auto-generated from title if missing
price	regular_price, amount	number
was	sale_price, compare_at_price	optional original price
category	cat, type	precuts / fabric / patterns / notions / kits
tags	tag	new and/or best, comma separated
deal	daily_deal, featured	true/yes/1
rating / reviews	average_rating / review_count	defaults 5.0 / 0
swatch_type	pattern	solid, floral, gingham, dots, stripes, patchwork, batik, star, logcabin, pinwheel, spools, notion, grid
colors	color	hex codes, comma separated (auto palette if missing)

Example CSV:

```
title,price,was,category,tags,swatch_type,colors
Rose Garden Bundle,39.95,49.95,precuts,"new,best",floral,"#f3c6d3,#faf3e8,#8a9174"
Harvest Gingham (yd),11.25,,fabric,,gingham,"#c9a227,#fbf6ea"
```

Export the catalog

Download every product currently in the catalog as a data file. It uses the same columns as import, so you can edit it in a spreadsheet and upload it straight back.

Export Products (CSV)

or as

TSV

Excel (.xlsx)

JSON

XML

YAML

Test items are included (with a test column) so a re-import restores them exactly.

The Import page — upload box, sample templates, the column reference, and the Export the catalog card.

Granny's Hugs Fabric Cottage · User Guide

1 Open the importer

Go to **Shop** → **Import**. The page has three areas: the upload card with its file chooser and **Upload and Preview** button, the sample-template downloads beneath it, and a reference card listing the supported formats and every column the importer understands. At the bottom sits the separate **Export the catalog** card (step 7).

2 Start from a sample

Under “Need a starting point?”, download a filled-in sample template in the format you like: **CSV, TSV, Excel (.xlsx), JSON, XML, or YAML**. Each sample contains the same three example products (a fat quarter bundle, a gingham by the yard, and a quilt kit) with every column filled in, so you can see real values for prices, tags, swatch types, and colors instead of guessing at a spec. The samples are generated by the same code that reads imports, which makes them a guaranteed-valid starting point: upload one unchanged and all three rows import cleanly.

3 Edit and upload

Replace the examples with your products, save the file, then **Choose File** and press **Upload and Preview**. Files up to 10 MB are accepted; a bigger one is refused with “File too large (10 MB max).”, pressing the button with no file chosen gets “Choose a file to import.”, and a file the parser cannot read at all comes back as “Could not parse file:” followed by the specific reason. The format is detected from the file extension.

Column names are forgiving: the importer maps common headings from other platforms onto its own, so `name` works for title, `sku` or `handle` for the slug, `regular_price` for price, `sale_price` or `compare_at_price` for the was-price, and `pattern` for the swatch type. A row needs at least a title (a slug is derived from it when missing); prices, rating, and reviews default sensibly, and rows without swatch colors receive one of the shop’s default palettes.

4 Review the preview

The preview page shows the file name, a summary line (“*N* ready to import”, and “*N* skipped” when there are problems), a table of every product about to be written, and a separate table of skipped rows, each with its row number, the exact reason (for example “missing title (and no usable slug)” or “duplicate slug 'harvest-gingham-yd' in file”), and a snippet of the raw data so you can find it in your spreadsheet. Nothing has been saved at this point; the preview is a dry run.

Fix skipped rows by editing your file and uploading again, or proceed and import only the valid ones; the two choices are the **Import** button and the **Cancel** link back to the upload form.

5 Confirm

Press **Import N Products** to finish. Each row is matched against the catalog by slug: an existing product with the same slug is overwritten with the row's values, a new slug becomes a new product. You land back on the product list with a tally such as "Imported: 12 added, 3 updated" (plus a failed count in the rare case a row stops validating between preview and confirm). Because matching is by slug, re-running the same file is safe; it updates rather than duplicates.

6 Review, then publish

Imported products arrive as **Test items** unless their row had a `test` column explicitly saying `false`, so a bulk import can never dump unreviewed listings in front of shoppers. Open **Shop** → **Products**, where every new arrival wears the TEST badge, check each one over (photo or swatch, price, category), and untick **Test item** on the ones you want live. This is also your safety valve: a botched import can be selected wholesale and bulk-deleted (section 12) without the storefront ever noticing.

7 Export the catalog

Scroll to the **Export the catalog** card and press **Export Products (CSV)** to download every product as a file — or pick TSV, Excel, JSON, XML, or YAML. The download is named `granny-catalog-export` with the matching extension and uses the same columns as import, plus a `test` column recording each product's hidden/live state, so a re-import restores the catalog exactly as it was.

Two everyday uses: a weekly backup you file away, and bulk edits. To raise every precut's price by a dollar, export CSV, adjust the price column in a spreadsheet, save, and run the file back through Upload and Preview; every row matches by slug and updates in place.

Rules. Files up to 10 MB in CSV, TSV, Excel, JSON, XML, or YAML. Rows are matched by slug (same slug updates, new slug adds); invalid rows are skipped and listed, and nothing saves until you confirm. Every imported row is a **Test item** (hidden from the shop) unless a `test` column says `false`. Import and export are administrator-only.

Export. An exported file round-trips: it includes a `test` column, so re-importing restores each product's test/live state exactly. Handy for backups or bulk edits in a spreadsheet.

Handy. Column names are flexible — the importer understands common headings like `name`, `regular_price`, `sale_price`, and `sku` from other shop exports.

14. Viewing orders

Every order a customer places lands here.

Order	Date	Status	Customer	Items	Total	Gateway	Actions
#342	2026-08-16 02:25	Paid	Alex Rivera	1	\$17.00	stripe	—

The Orders screen — order number, date, paid status, customer, items, and total.

1 Open orders

Go to **Shop** → **Orders**. The list shows the newest orders first, in a table with seven columns: **Order**, **Date**, **Status**, **Customer**, **Items**, **Total**, and **Gateway**. Only administrators can open this screen; it is behind the same double gate as every other admin page.

2 Read the list

Each row is one checkout. **Order** is the running number assigned when the order was created; **Date** is when checkout started, to the minute. **Status** is a green **Paid** badge once money has cleared, or **Pending** while it has not; a Pending row is usually a shopper who reached the payment page and turned back, and it never bills anyone. **Customer** names the signed-in account that placed the order, or reads “Guest” for an anonymous cart. **Items** counts the lines, **Total** is the charged amount including shipping, and **Gateway** records how it was (or would have been) paid: `stripe` for a real card payment, `test` for a rehearsal order placed while the shop ran in test mode.

Statuses move by themselves: a test-gateway order is marked Paid at once, and a Stripe order flips to Paid when Stripe’s confirmation arrives, server to server, moments after the customer pays. Nothing here requires (or allows) hand-editing.

3**Open an order**

Click an order number to see its full details: every line item with its quantity and the price it was actually sold at (frozen at checkout time, so later price changes never rewrite history), the subtotal, shipping, and total, the currency, and the customer's name and email for a signed-in buyer. This detail page is what you pack the parcel from.

A daily routine that works: open Orders each morning, deal with each green Paid row top to bottom, and ignore Pending rows unless a customer writes to say their payment went missing; in that case the Pending row plus Stripe's own dashboard tells you exactly how far they got.

Rules. Orders are created only by checkout — never added by hand — and the **Paid / Pending** status is set by the payment flow, not edited here. This screen is for reading and fulfilling orders.

15. Turning payments on & off

A single switch in the admin controls whether customers can check out — no server changes needed.

Granny's Hugs

+ New

admin

Log Out

Dashboard

POSTS

Pages

MEDIA

SHOP

COMMUNITY

MEMBERSHIP

SITE

AI

All Posts

Add Post

Categories

Tags

Comments

All Pages

Add Page

Media Library

Upload

Products

Categories

Orders

Import

Settings

Community Admin

Posts

Comments

Courses

Events

Feedback

View Community

Members

Add Member

Activation Queue

Access Groups

Community Profiles

Appearance

Extensions

llama.cpp

Tools

Error Log

Settings

Shop Settings

Payments

Accept payments

On

When off, the Checkout button returns "Payments are turned off right now." Browsing and the cart keep working; no orders can be placed.

Gateway

Stripe

Currently active: stripe. Values saved here are stored in the site database and take priority over the server environment (SHOP_GATEWAY, STRIPE_SECRET_KEY, ...).

Stripe

Secret key

saved (...AMhy) — leave blank to keep

Remove the saved key

From the Stripe Dashboard → Developers → API keys. Leave blank to keep the current value.

Webhook signing secret

saved — leave blank to keep

Remove the saved secret

Needed to confirm payments. Create a webhook endpoint in Stripe pointing at /WTM64-json/shop/v1/webhook/stripe and paste its whsec_... secret here.

Shipping & Currency

Flat shipping

10.00

Charged on orders under the free-shipping threshold.

Currency

usd

Three-letter ISO code, e.g. usd.

Save Changes

Shop → Settings — the Accept payments switch, with the configured gateway shown below it.

1**Open Shop Settings**

Go to **Shop** → **Settings** in the left menu. The page is three cards. **Payments** holds the Accept payments switch and the Gateway dropdown. **Stripe** holds the Secret key and Webhook signing secret fields. **Shipping & Currency** holds the flat shipping rate and the currency code. One **Save Changes** button at the bottom saves the whole page and confirms with “Settings saved.”

Everything you save here is written to the site’s own database and takes priority over the server environment; a field left blank keeps falling back to whatever the environment provides. That is the page’s core idea: you can run the register without ever touching server configuration.

2**Flip the switch**

Tick or untick **Accept payments** and press **Save Changes**. The label beside the box shows a green **On** or red **Off** badge so the current state is unmistakable. It takes effect immediately: when off, the Checkout button tells customers “Payments are turned off right now. Please check back soon.”, while browsing, carts, and accounts keep working. No orders can be placed until it’s back on.

Below it, the **Gateway** dropdown decides what checkout does when the switch is on. **Auto** (the default) uses Stripe when a secret key is available and Test otherwise. **Stripe** forces real card payments. **Test** creates orders and marks them paid with no money moving, which is how you rehearse the whole flow. **Off** disables checkout at the gateway level, with the message “Payments are not configured yet.” The line “Currently active:” under the dropdown shows the resolved result of your setting plus any environment fallback, so you can verify what checkout will actually do right now.

3

Going live with Stripe

To take real card payments, sign up at **stripe.com**, then paste two values into the **Stripe** card on this page. The **Secret key** (starting `sk_live_`, from Stripe's Dashboard under Developers → API keys) lets the shop create payment sessions. The **Webhook signing secret** (starting `whsec_`) lets the shop trust Stripe's payment confirmations; create a webhook endpoint in Stripe pointing at `/WTM64-json/shop/v1/webhook/stripe` and paste the secret it gives you. Without it, orders stay Pending even after customers pay.

Both fields are write-only for safety: once saved, the page never redisplay a secret, only a placeholder such as "saved (...1234) — leave blank to keep" showing the key's last characters. Leaving a field blank on a later save keeps the stored value; to actually remove one, tick its **Remove the saved key / Remove the saved secret** checkbox, after which the shop falls back to the server environment if a key is set there. Set the Gateway to **Test** first and rehearse a full checkout, then switch to **Stripe**; Stripe's own test card numbers also work end to end before you swap in a live key.

The **Shipping & Currency** card completes the register: **Flat shipping** is the amount charged on orders under the free-shipping threshold (blank falls back to the server default of 8.95; non-numeric entries are ignored and the old value kept), and **Currency** is a three-letter ISO code such as `usd`, which is what Stripe charges in. An example: to charge \$6.50 shipping, type 6.50, press Save Changes, and the very next checkout uses it.

How they combine. The switch wins over everything else: even with Stripe fully configured, payments stay closed while **Accept payments** is off. The **Gateway** line on the same page shows what the server is currently set up to use.

Other sites. Every WordPress site in the family has this same Shop section and payments switch. Each site is independent: its own products, its own orders, and its own switch — turning payments on here does nothing anywhere else.

Rules. The **Accept payments** switch overrides the gateway: while it's off, checkout stays closed even if Stripe is fully configured. It takes effect the moment you save, and each site's switch is independent.

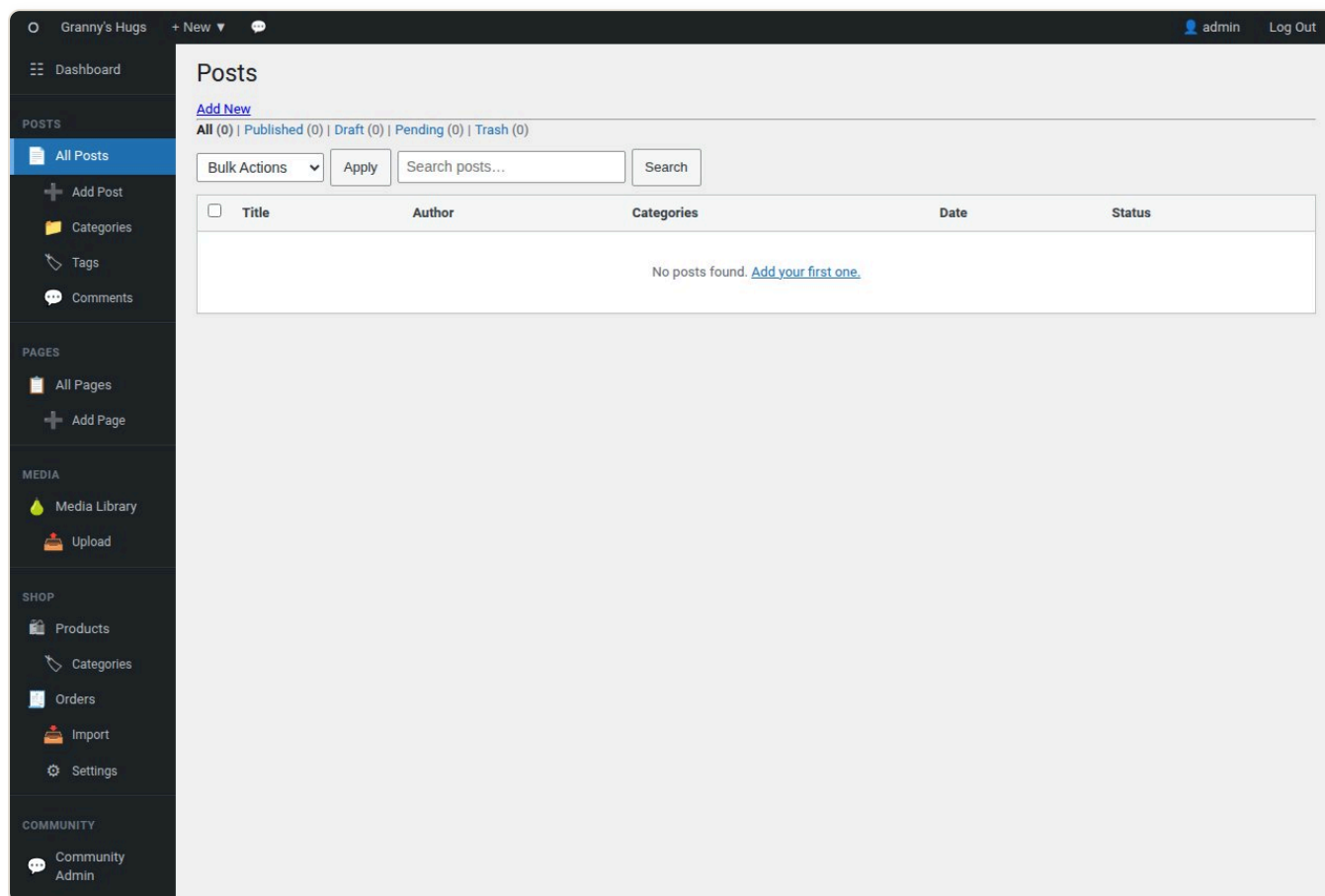
PART 3

The WordPress admin toolbox

Beyond the shop, the admin runs the whole website — blog posts, pages, media, comments, people, and settings. Everything lives in the left-hand menu. This part walks through each tool.

16. Posts & the editor

Posts are your blog entries — tutorials, news, and stories that appear in the blog feed.



The Posts list — every article with its status, author, and date.

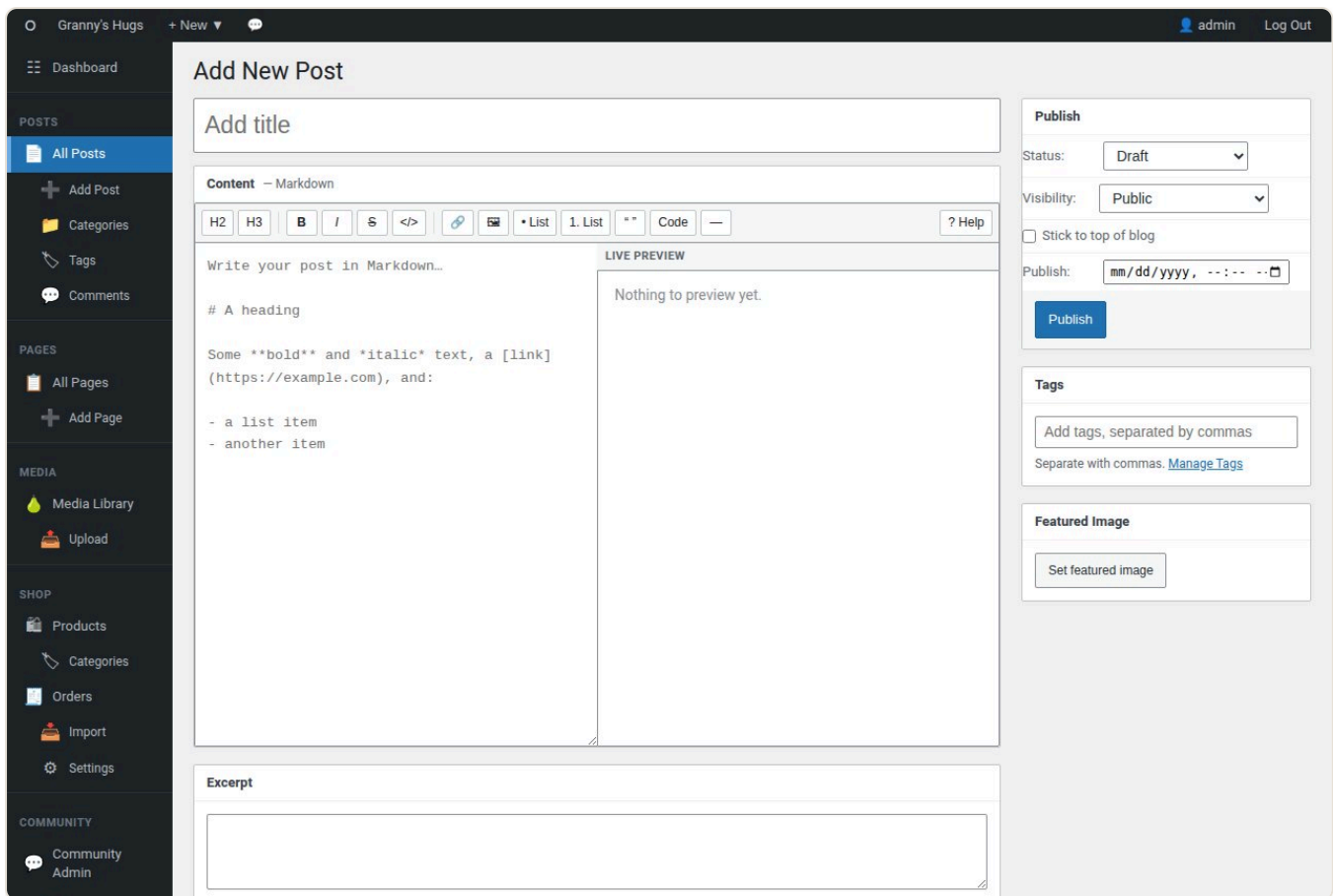
1 See all posts

Click **Posts** in the Content section of the menu. Each row shows the title, author, categories, and date, and a draft is marked with a grey “— Draft” after its title so unpublished work stands out at a glance. Status tabs across the top filter the list (published, drafts, trash, and so on), each with a live count, and a search box narrows it by words in the title.

Hover a title for its row actions: **Edit** opens the full editor, **Quick Edit** changes the basics in place without leaving the list, **Trash** moves the post to the trash tab (from which it can be restored; trash is a holding pen, not a shredder), and **View** opens the post as readers see it. A **Bulk actions** menu with row checkboxes handles several posts at once, such as trashing a batch of outdated announcements together.

2 Write a new post

Click **Add New** (or **+ New** → **Post** in the top bar) to open the editor. A Quick Draft saved from the dashboard (section 10) also lands in this list as a draft, ready to be opened and finished here.



The post editor — write Markdown on the left, watch the live HTML preview on the right.

3 Write in Markdown

Give the post a **title** (a post cannot save without one), then write the body in the **Markdown** box on the left. The panel on the right shows a **live preview** of exactly how it will look, restyled as you type: headings, paragraphs, lists, block quotes, tables, images scaled to fit, and shaded code blocks all render the way the published page will.

Use the toolbar above the writing box for headings, **bold**, *italic*, links, images, lists, quotes, and code (each button wraps whatever text you have selected), or type Markdown directly (`## Heading` , `**bold**` , `- list item`). **Ctrl+B**, **Ctrl+I**, and **Ctrl+K** are shortcuts for bold, italic, and link. The editor is self-hosted: nothing you type leaves the site while you write, and no outside service is loaded.

4 Set the details

Use the side panels to choose a **category**, add an **excerpt**, or set a **featured image**. The category files the post so it appears on that category's archive page (section 17 explains the difference between categories and tags). The excerpt is the short teaser shown on the blog index and in the homepage's From Granny's Blog cards; leave it blank and the site takes the opening of the post instead. The featured image is the card's picture, chosen from the Media library (section 18) or uploaded on the spot.

The **Featured Image** box in the sidebar works like this. Click **Set featured image** and a picker opens over the page: a grid of every image in the Media library. Click any thumbnail and it becomes this post's featured image; the picker closes, the box shows a preview of your choice, the button changes to **Change featured image** for swapping it later, and a **Remove featured image** link appears beneath it. Your choice is stored when you save the post, and it is the picture that heads the article on the storefront when a reader opens the single post or page. Picking a different image replaces the old one; **Remove featured image** clears it, after which the storefront shows the post with no header picture.

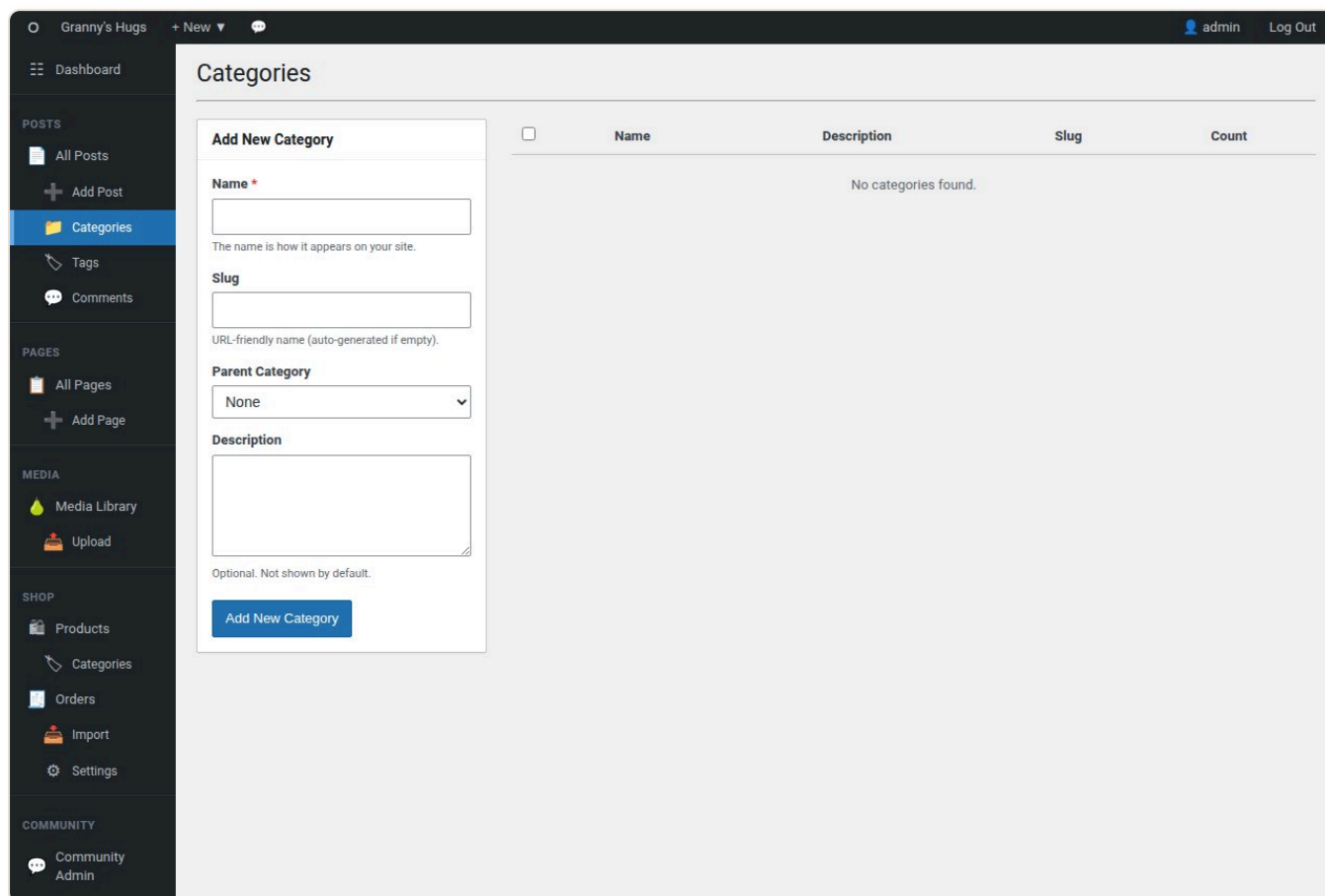
5 Save or publish

Two buttons, two meanings. **Save Draft** writes the post to the database with draft status: it is safe, editable, listed under the Drafts tab, and invisible to every visitor. **Publish** flips it to published: it appears on the blog index, its category archive, search, and the homepage cards immediately. You can keep editing after publishing; saving again updates the live page. To take a published post down without deleting it, use the status controls to return it to draft, or Trash it from the list.

Rules. You write in **Markdown** and Granny's turns it into a nicely formatted page when you save — the live preview always matches the result. Re-opening a post shows your Markdown again, not raw code. A post needs a title to save; a **draft** is private until you **Publish**. Posts are dated blog entries — use Pages (step 19) for permanent sections.

17. Categories & tags

Categories and tags organize your posts so readers can find related content.



The Categories screen — add a category on the left, see existing ones on the right.

1 Open Categories or Tags

Under Posts in the menu, click **Categories** or **Tags**. Both screens share one layout: an add form on the left, the existing list on the right with each entry's name, slug, and a count of the posts carrying it. These are the blog's labels; the shop's product categories are a separate list managed under Shop → Categories (section 11, step 7), and the two never mix.

2 Add one

Fill in the **Name** (the slug fills in automatically as a lowercase, dash-separated version) and press **Add**. It appears in the list on the right, ready to attach to posts from the editor's side panel. The slug becomes part of a public address: a "Tutorials" category collects its posts at `/category/tutorials/`, and a "jelly-roll" tag at `/tag/jelly-roll/`, which is where readers land when they click the label on a post.

3

Edit or remove

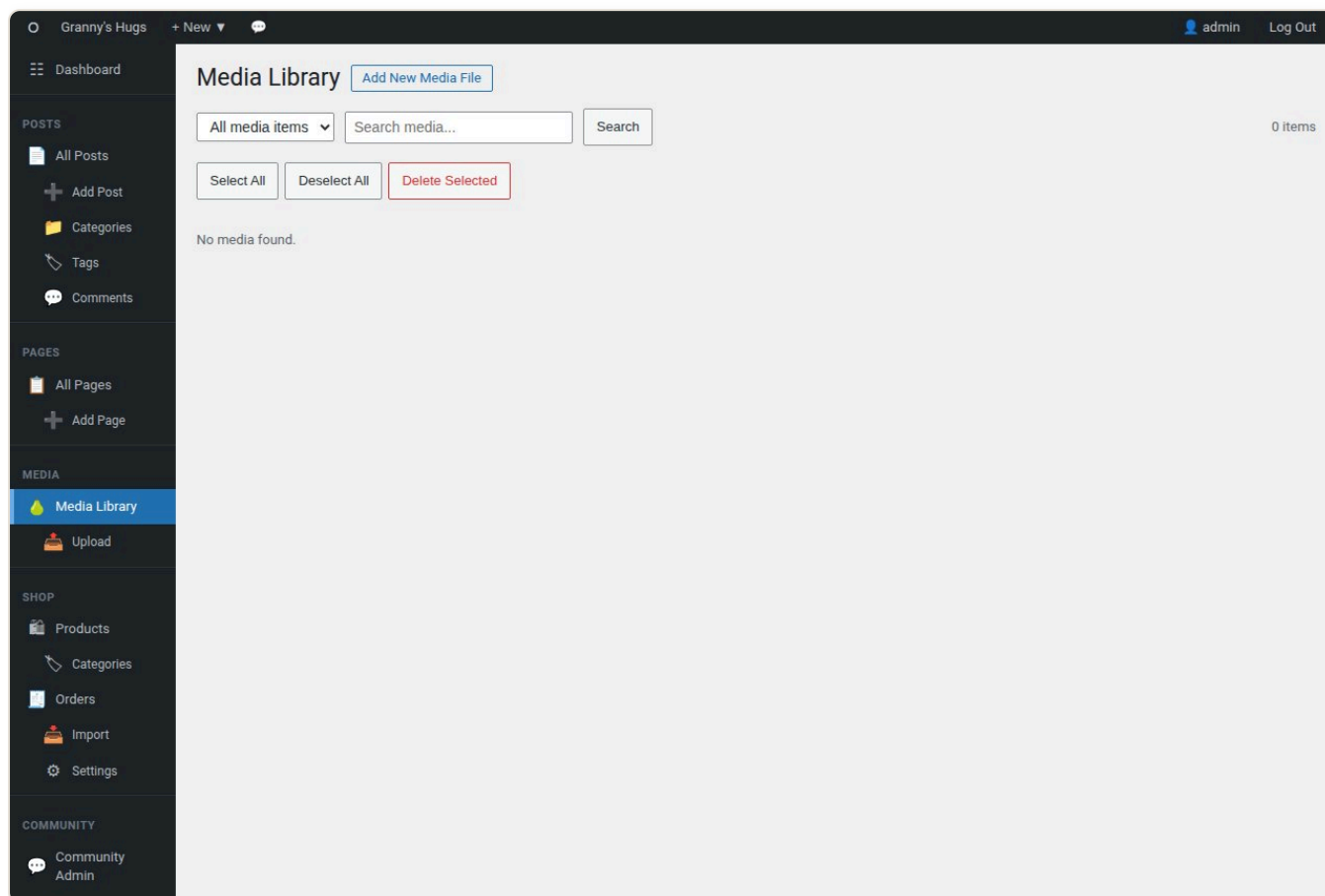
Hover any existing category or tag for **Edit** and **Delete** links. Edit changes the display name; Delete removes the label from every post that carried it, but the posts themselves are untouched and stay published. A worked example: you tagged fifteen posts “xmas” and now prefer “christmas”. Edit the tag’s name and every one of those fifteen posts shows the new label at once, with no post edited individually.

Which is which. Categories are broad groupings (like “Tutorials”); tags are specific keywords (like “jelly-roll”). Use categories for structure and tags for detail.

Rules. The slug auto-fills from the name. Deleting a category or tag removes only the label — the posts themselves are untouched.

18. The Media library

The Media library holds every image and file uploaded to the site.



The Media library grid, with an Upload button to add new files.

1 Open Media

Click **Media** in the menu to see every uploaded file as a grid of thumbnails, newest first. Hovering a thumbnail reveals a small trash-can button in its corner for quick deletion, and a bulk-delete form lets you check several items and remove them together. Clicking a thumbnail opens the item's own page.

2 Upload files

Click **Upload** to open the Upload New Media page, which offers a large drop zone: drag files from your desktop onto it (it highlights as the file crosses it) or click to pick files the ordinary way, then press **Upload**. New files appear at the front of the grid immediately. Only administrators can upload; the storefront has no public upload of any kind.

Note that product photos live separately: an image attached through the product form (section 11) is stored under the product's slug and managed by the shop, not listed here. The Media library is for blog and page imagery.

3

Edit or reuse

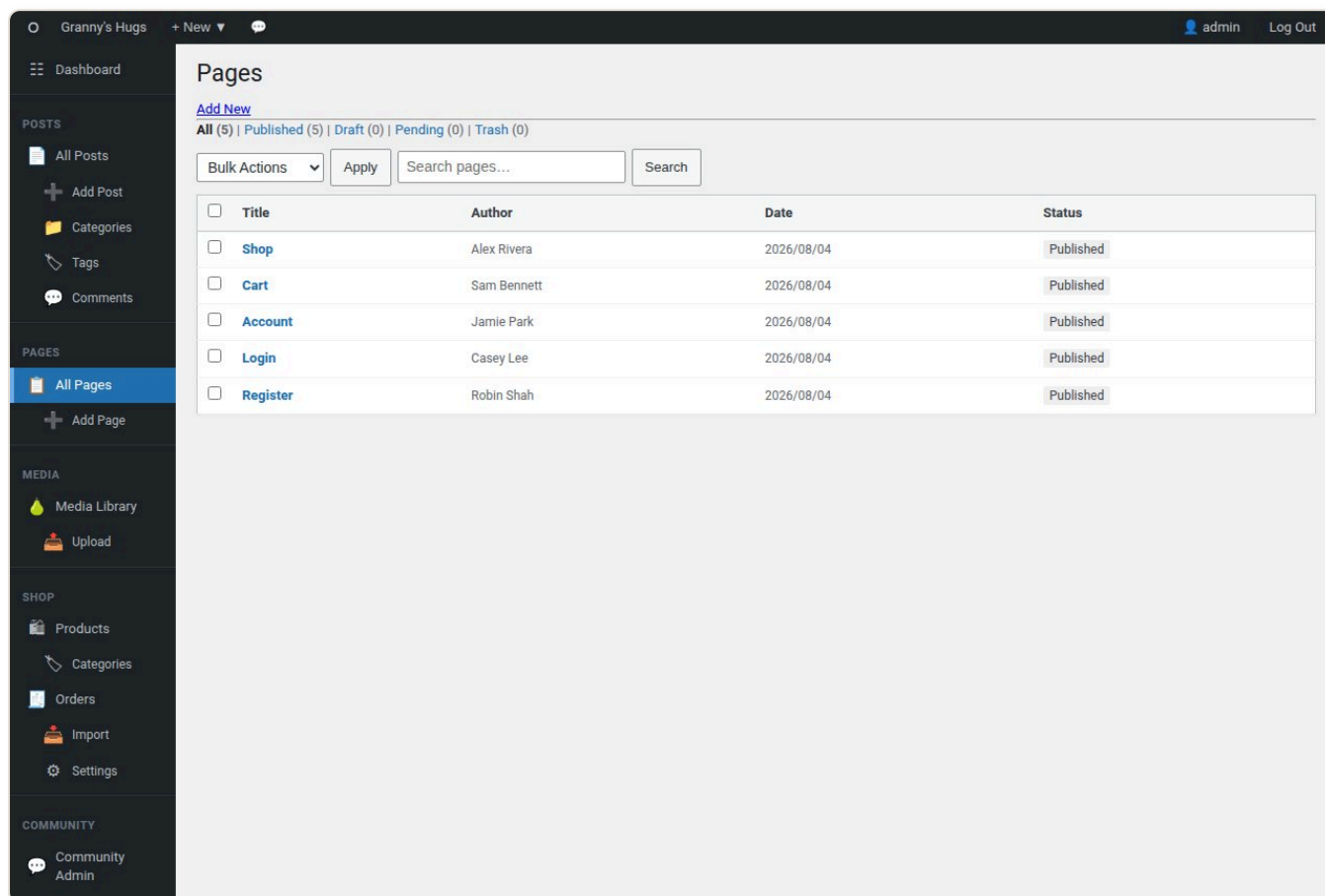
Click any item to see its details page: the full-size preview, its public link ready to copy into a post or page, and its editing tools for cropping or resizing. One uploaded file can be reused anywhere any number of times (a single photo can be three posts' featured image), because posts store a pointer to the file, not a copy of it.

That pointer is also the caution: deleting a file breaks every post or page still pointing at it, leaving an empty image frame where it used to be. Before deleting, check the file is not in use; when in doubt, leave it, since an unused file costs nothing but disk space.

Rules. Only administrators can upload. One file can be reused anywhere, so deleting it can break any post, page, or product that points at it — check before removing.

19. Pages

Pages are the fixed parts of the site — Home, Shop, Cart, About, Contact.



The Pages list, including the shop's Home, Shop, Cart, and account pages.

1 Open Pages

Click **Pages** in the menu. Unlike posts, pages aren't dated blog entries — they're the site's permanent sections. The list works like the post list (status tabs, hover actions, bulk actions) but you'll notice the shop's structural pages here: Home, Shop, Cart, and the account pages, alongside anything you have added such as About or Contact. A page's slug is its address; a page slugged `about` lives at `/about/`.

2 Edit a page

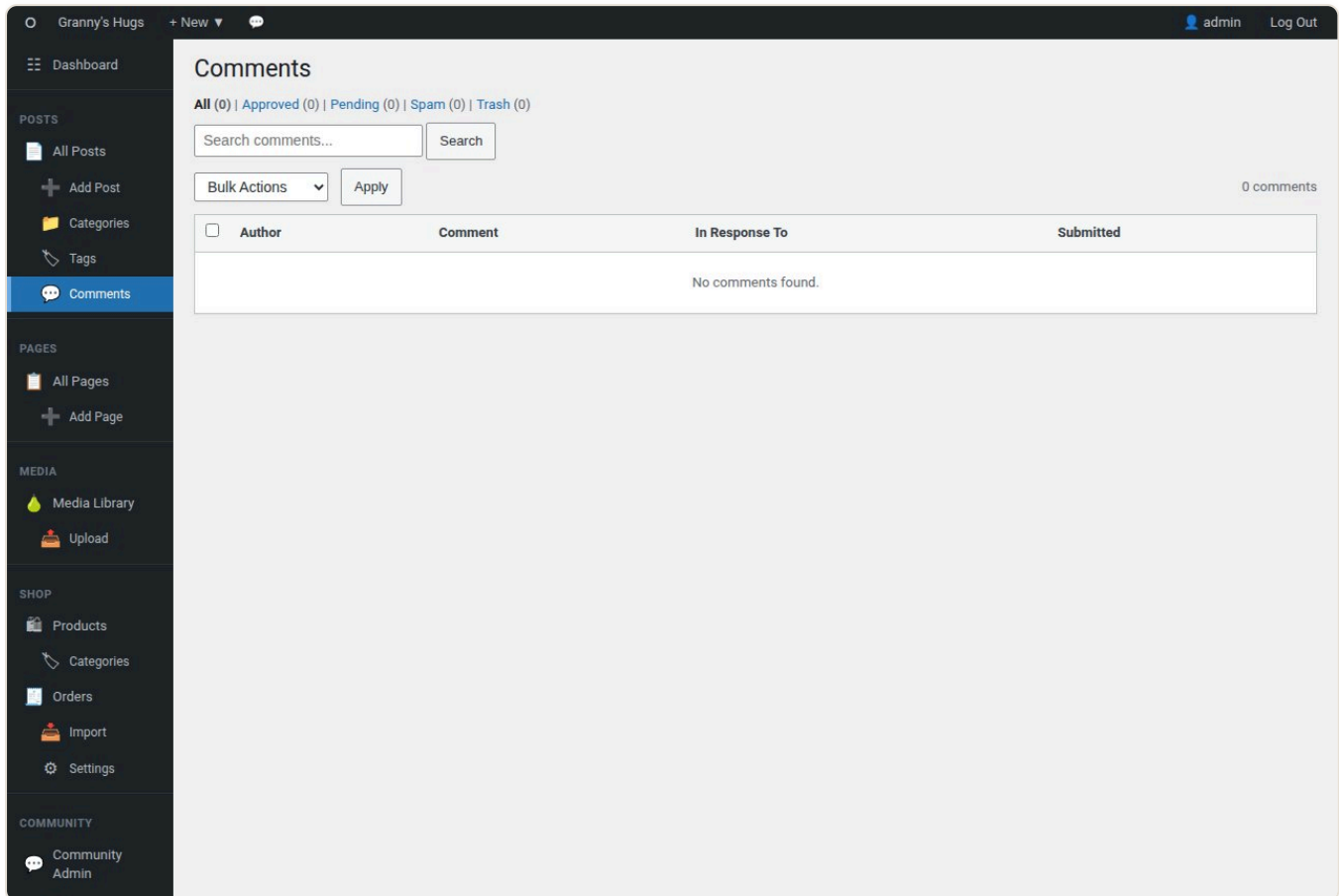
Click a page title to open it in the same Markdown editor used for posts (section 16), with the same live preview and the same Save Draft / Publish choice. Pages have no categories or tags; they stand alone rather than flowing through the blog feed. For an ordinary page like About, what you write is exactly what visitors get. For the theme-driven pages named in the warning below, the template supplies the layout (product grids, cart machinery) and your words fill the spaces the template leaves for them, so do not expect to rearrange the Shop page from here.

Careful. Some pages (like Home, Shop, and Cart) are drawn by the theme's templates. You can edit their words, but their special layout comes from the theme.

Rules. Pages are permanent sections, not dated blog entries. For theme-driven pages (Home, Shop, Cart) you can change the words but not the special layout — that comes from the theme.

20. Comments

Comments are reader replies on your blog posts, waiting for you to approve.



The Comments moderation screen with filter tabs by status.

1 Open Comments

Click **Comments** in the menu, or the speech-bubble icon in the top bar (it shows a red badge when comments are waiting). The screen lists every reader comment with its author, the post it belongs to, and its text. Filter tabs across the top split the queue by status, each with a count, so “what needs my attention” is always the pending tab’s number.

2 Moderate

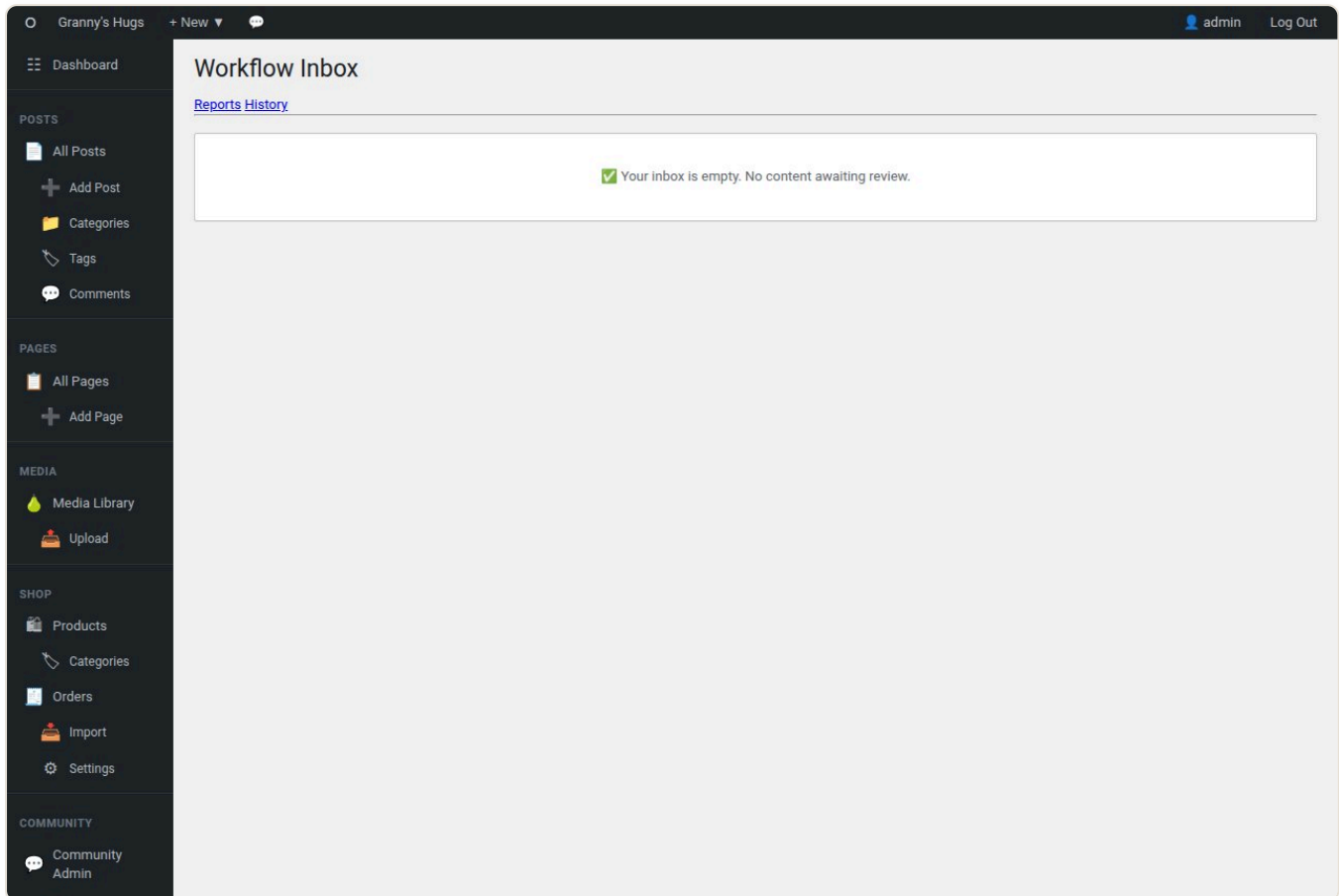
Hover a comment for its actions. **Approve** makes it visible under the post; until then readers cannot see it, since new comments are held for review. **Reply** opens an inline box so you can answer right from the queue; your reply is attached beneath the reader’s comment on the post. **Mark as Spam** and **Move to Trash** both remove a comment from public view, filed separately so junk and merely-unwanted comments stay distinguishable. A **Bulk actions** menu (Approve, Mark as Spam, Move to Trash) with row checkboxes clears a backlog in one pass.

A practical rhythm: when the top-bar badge shows a number, open the pending tab, approve the real ones, spam the junk, and the badge returns to zero. Nothing in this queue ever touches the shop; comments belong to blog posts only.

Rules. New comments are held for approval and don't appear publicly until you approve them. The top-bar badge counts what's waiting.

21. Workflow

The Workflow inbox is where editorial tasks and approvals are tracked.



The Workflow inbox.

1 Open Workflow

Click **Workflow** in the menu to see items that need review or action. The inbox lists content moving through editorial states, so a helper's draft waiting for your look shows up here rather than getting lost in the post list. Posts in the pending-review state on the Posts screen and items in this inbox are two views of the same fact: someone finished writing and someone else has not yet approved.

2 Work through items

Open any item to review it and move it along: read the content, then either approve it onward or send it back with your notes. Each decision updates the item's state, so the inbox always reflects what is genuinely outstanding rather than what someone remembers.

When you run the site alone this screen simply stays empty, and you can publish directly from the editor without ever passing through it. It earns its place the day a second person starts writing: they draft and submit, you review here, and nothing goes live without your eyes on it.

Rules. Workflow tracks editorial tasks through review states. It's optional — useful when more than one person runs the site, ignorable when you work solo.

22. Users

The Users screen is everyone with an account — customers and administrators alike.

The screenshot shows the 'Users' management interface. At the top, there's a header with 'Granny's Hugs', a '+ New' button, and a user profile 'admin' with a 'Log Out' link. The left sidebar has a 'Dashboard' link and several categories: POSTS (All Posts, Add Post, Categories, Tags, Comments), PAGES (All Pages, Add Page), MEDIA (Media Library, Upload), SHOP (Products, Categories, Orders, Import, Settings), and COMMUNITY (Community, Admin). The main content area is titled 'Users' and includes a '+ Add New User' button. Below the title, there are tabs for 'All (9)', 'Subscriber (3)', and 'Administrator (6)'. A search bar and a 'Search' button are present. A 'Bulk Actions' dropdown menu and an 'Apply' button are also visible. The table below lists 12 users with columns for Username, Name, Email, Role, and Posts. The users are grouped by role: 3 Subscribers and 6 Administrators. Each user row has links for 'Edit', 'Profile', and 'Delete'.

Username	Name	Email	Role	Posts
quilter_ann	Alex Rivera	shopper1@example.com	Subscriber	0
stitch_sam	Sam Bennett	shopper2@example.com	Subscriber	0
fabricfan	Jamie Park	shopper3@example.com	Subscriber	0
patchpro	Casey Lee	shopper5@example.com	Administrator	0
cozythreads	Robin Shah	shopper7@example.com	Administrator	0
bobbinbird	Drew Morgan	shopper9@example.com	Administrator	0
seamstar	Taylor Kim	shopper10@example.com	Administrator	0
calicokate	Jordan Cole	shopper11@example.com	Administrator	0
thimbletom	Riley Fox	shopper12@example.com	Administrator	0

The Users list, with roles and counts (Subscriber, Administrator).

1 Open Users

Click **Users** in the Site section. Each row shows the username, name, email, and **role**. Role tabs across the top filter the list and count each role, so the number on the Subscriber tab is your customer count. Every shopper who registers through the storefront (section 5) appears here automatically as a Subscriber; you never create customer accounts by hand unless you want to.

2 Understand roles

Subscribers are customers: they can sign in, shop, keep a cart, and manage their own details on `/account/`, and nothing else. **Administrators** can manage the whole site, this screen included. The role is the single fact that separates the two worlds; there is no partial shop access. Remember also the allow-list from section 9: granting the Administrator role is necessary but not sufficient for admin entry, which is a deliberate second lock.

3

Add or edit

Use **Add New User** to create an account yourself: the form takes a username, email, password, and a **Role** dropdown, and saves with the button of the same name. The **Edit** link on a row opens the same form pre-filled (button: **Update User**) to change someone's details, reset a password, or move their role.

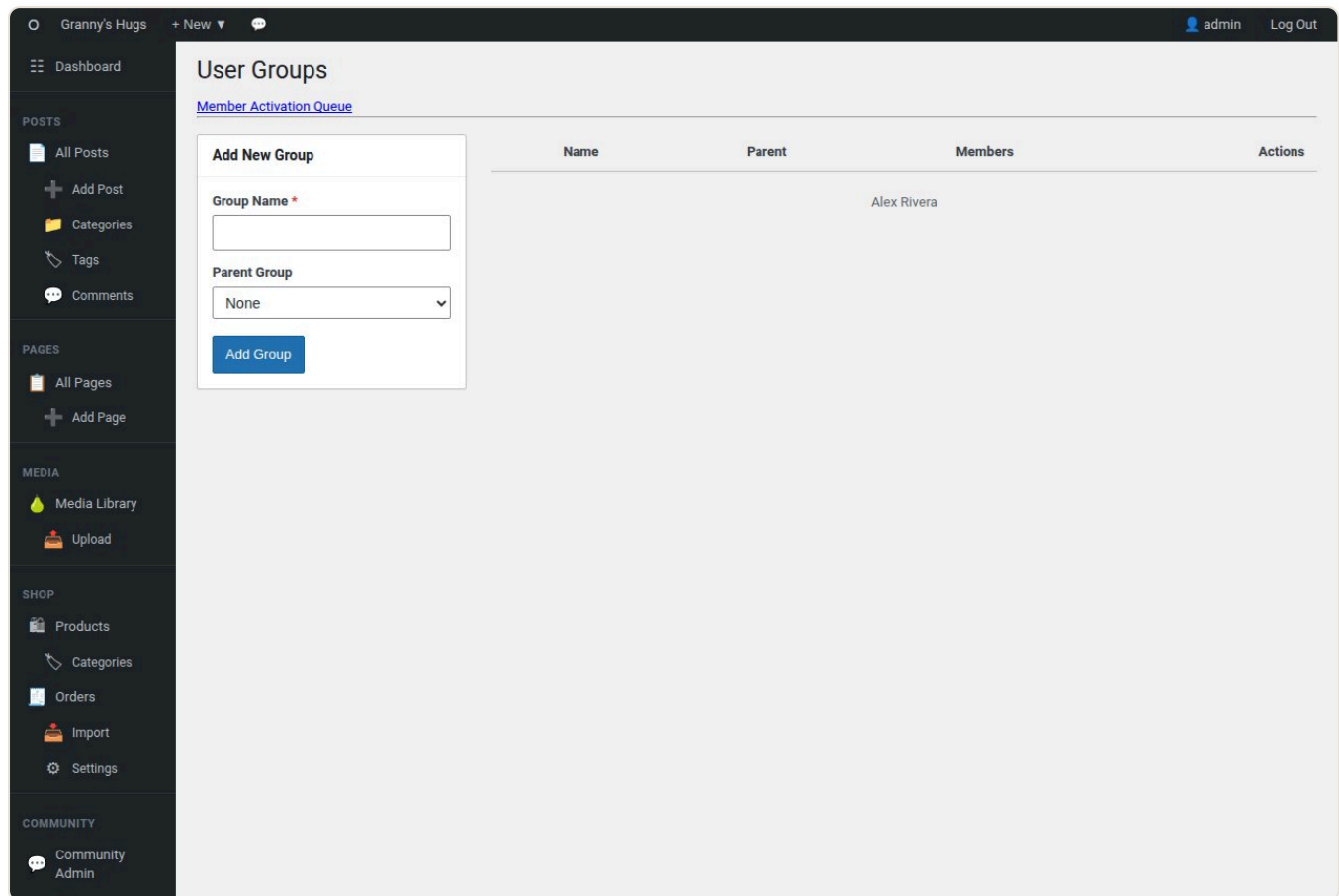
Two real uses: a customer emails that they are locked out and the reset email never arrives, so you Edit their row and set a temporary password to read to them over the phone; or a helper joins for the busy season, so you Add New User with the Administrator role, and delete or downgrade the account when the season ends.

Keep it safe. Be sparing with the Administrator role — it grants full control, including the shop and every setting. Customers only ever need Subscriber.

Rules. Two roles matter: **Subscriber** (a customer — shops and manages only their own account) and **Administrator** (full control of the whole site). Only administrators can open this screen.

23. User groups & members

Groups let you organize users; members ties into approval workflows.



The User Groups screen.

1 Open the tools

Under Users, click **User Groups** or **Members**. User Groups is where groups themselves are created and named; Members is where people are placed into them. The two screens work on the same data from opposite ends, so use whichever matches the job in hand: “make a new team” starts in User Groups, “put Jane on the team” starts in Members.

2 Group people

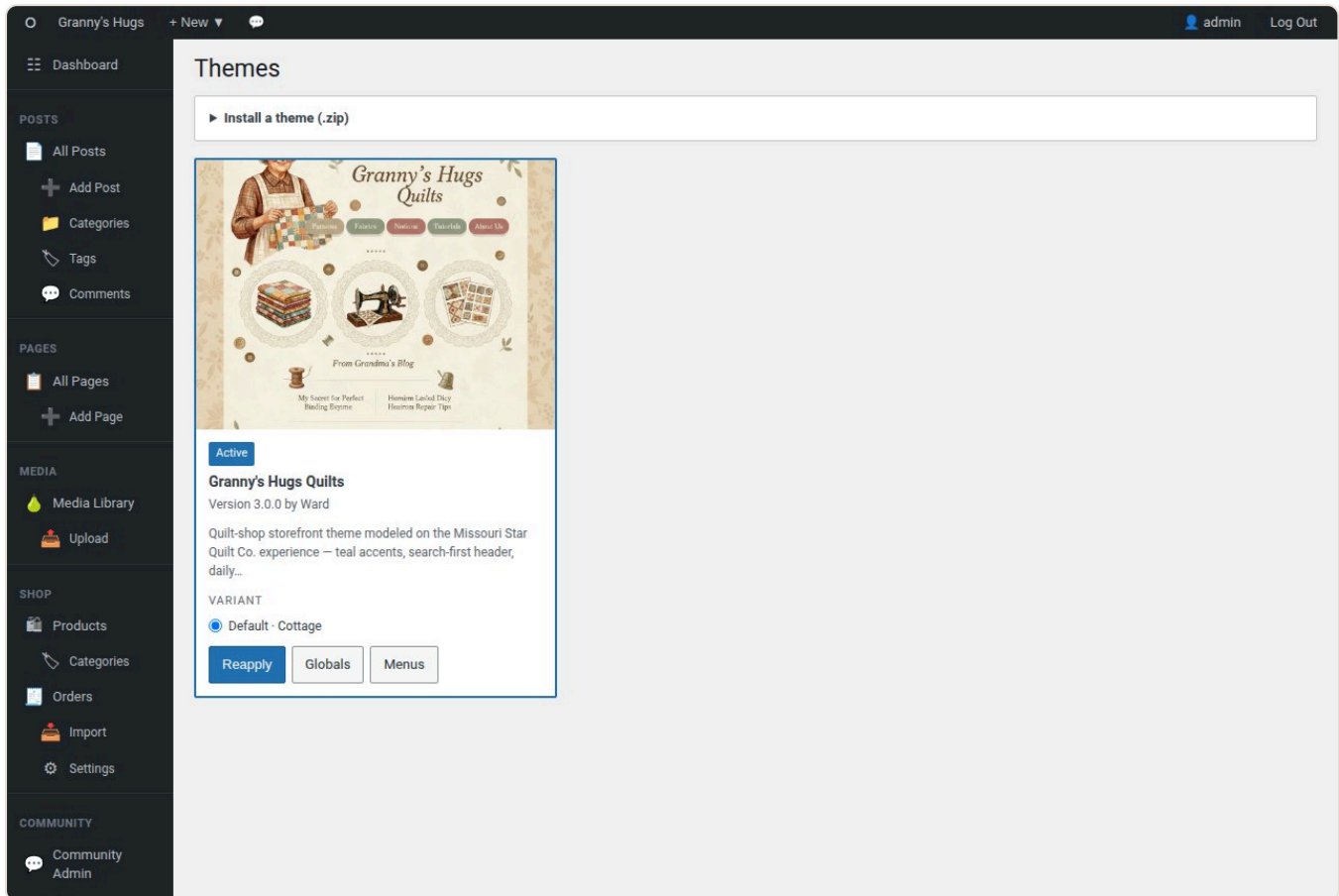
Create a group, give it a name, and add users to it to manage a set of people together — useful for teams or membership tiers, and for the approval workflows in section 21, where a review step can be owned by a group rather than one named person (so any member can approve, and holidays stop blocking publication).

A group is a label over existing accounts, nothing more: adding someone changes none of their permissions, their role stays what it was, and removing them from a group leaves their account, cart, and history intact. If you run the site alone, this screen is safe to ignore entirely.

Rules. Groups only organise existing users — they don't create accounts or change anyone's role. Removing someone from a group doesn't delete their account.

24. Appearance & themes

Appearance controls how the whole site looks.



The Themes screen, showing the active Granny's Hugs theme.

1 Open Appearance

Click **Appearance** in the menu to reach **Themes**. Each installed theme appears as a card with its screenshot and name; the active one is highlighted. A theme is the complete outer skin of the site: its page templates, colours, fonts, and the storefront machinery are all packaged inside it.

2 The active theme

The highlighted theme is the one your visitors see — the Granny's Hugs storefront design. It supplies far more than colours: the homepage with its hero and category grid, the Shop and Cart page templates, the cart drawer, the branded sign-in, registration, and account pages, and the header and footer on every page all come from its template files. Activating a different theme swaps every one of those at once, sitewide, the moment you confirm.

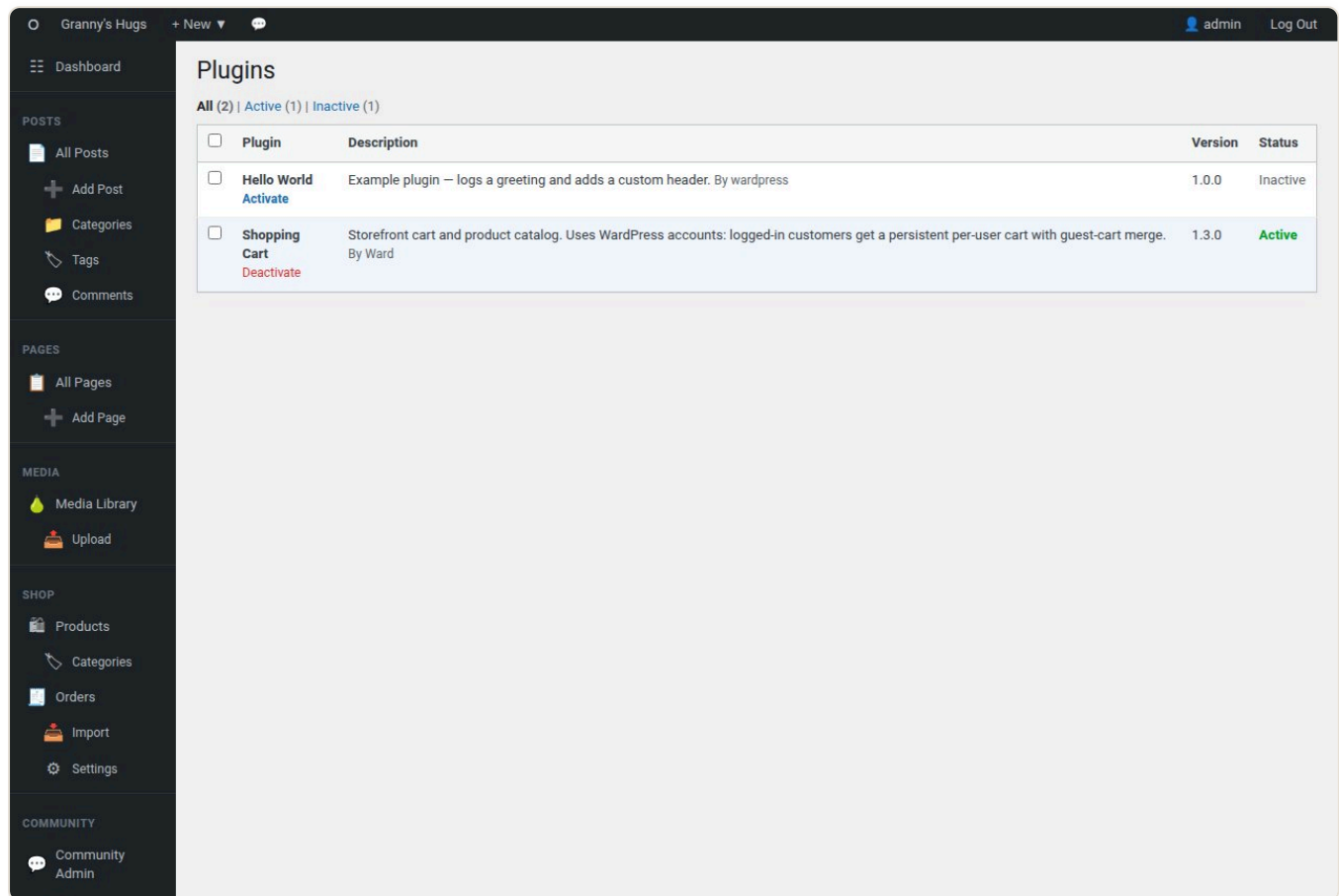
Your content survives a switch (posts, pages, products, orders, and users live in the database, not the theme), but the shop's public face would need a theme that provides equivalent shop templates. Treat switching as a redesign project, not a setting to try on a quiet afternoon; if you only want different colours or fonts, ask about adjusting the current theme instead.

Important. The storefront — homepage, shop, cart, and the branded login pages — all come from this theme. Don't switch it unless you intend to redesign the whole site.

Rules. Exactly one theme is active at a time, and it drives the entire storefront look. Switching themes changes the whole site at once — only do it as a deliberate redesign.

25. Extensions (plugins)

Extensions add features to the site. The shop itself is one.



The Extensions (plugins) screen, listing the Shopping Cart and other plugins.

1 Open Extensions

Click **Extensions** in the menu. Each row is an add-on showing its name, description, version, and author; active rows are tinted blue so the running set is visible at a glance. Filter links at the top split the list into **Active** and **Inactive** with counts beside each.

2 Know the key one

The **Shopping Cart** extension powers the whole store. On the storefront it provides the product catalog, the cart drawer and cart page, and checkout; in the admin it provides the entire Shop menu group (Products, Categories, Orders, Import, Settings) plus the Products and Orders numbers on the dashboard. Its description on this screen says what it does with your accounts: logged-in customers get a persistent per-user cart with guest-cart merge.

If it's ever deactivated the shop disappears in one stroke: the Shop menu group vanishes, the storefront stops serving the catalog, and shoppers cannot buy. The data is not deleted (products and orders wait in the database), but nothing can reach them until the extension is active again.

3

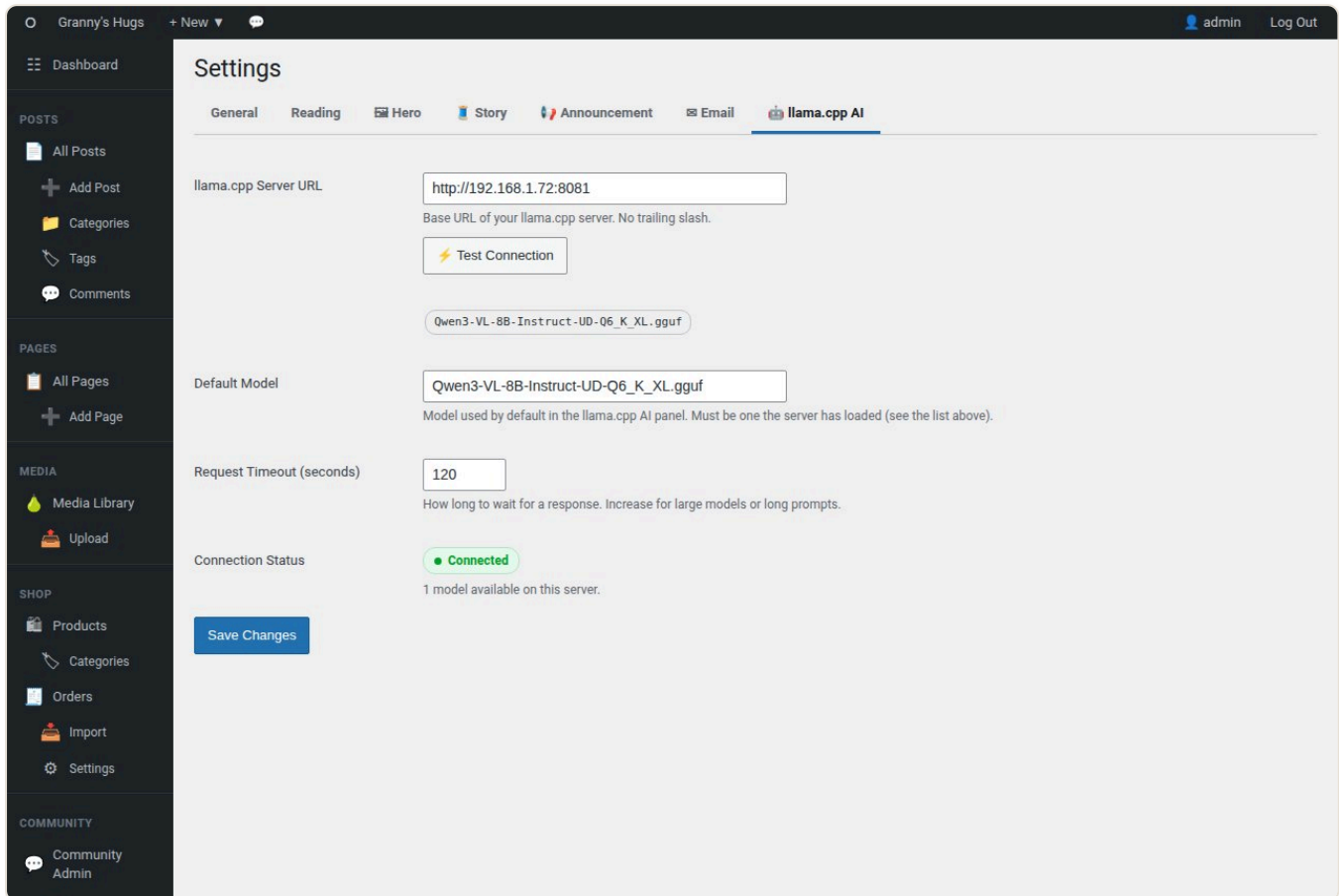
Activate / deactivate

Use the link on each row: **Activate** in blue on inactive rows, **Deactivate** in red on active ones. The change is immediate, no restart involved, and switching an extension back on restores its screens and behaviour exactly as they were. The one defensible reason to deactivate the Shopping Cart is taking the store offline on purpose, and even then the payments switch (section 15) is the gentler tool: it stops orders while letting customers keep browsing and filling carts.

Rules. Deactivating the **Shopping Cart** extension removes the entire store at once — products, cart, checkout, and every admin Shop screen. Leave it active unless you mean to take the shop offline.

26. llama.cpp AI assistant

A private AI assistant, running on your own llama.cpp server, that drafts and polishes content.



The llama.cpp AI screen — a green Connected badge, the loaded model, and one card per task.

Rules. The assistant runs on your own llama.cpp server (192.168.1.70), not a third-party cloud, so your drafts stay in-house. A green **Connected** badge means the server is reachable; if it's red, generation is unavailable until the server is back. Everything it writes is a **draft** — review and edit before publishing. Administrator-only.

1 Open llama.cpp

Click **llama.cpp** in the AI section of the menu. The top of the page shows a status badge, **Connected** in green or **Offline**, and beside it a small badge naming the model currently loaded on the AI server. Check this line first: with the badge red, every Generate button below will fail until the server is reachable again, and nothing you can click in the admin will change that.

2 Pick a task

Choose a card for what you need. **Write a Post** generates a full blog post from a topic, tone, keywords, and length. **Write a Page** asks for the page's purpose and sections. **Generate Excerpt** condenses existing content into a teaser. **SEO Metadata** drafts a search title and description. **Rewrite Content** reworks text you paste in toward a goal you state. **Custom Prompt** is free-form for anything else. Each card describes itself and ends in **Generate** →; clicking anywhere on the card opens that task's form.

3 Fill the form

Each task gives you a tailored form — a topic and a **Tone** dropdown for a post, a character limit for an excerpt, a goal for a rewrite, and so on. Only the fields that matter to that task appear. Fill it in and start; the more specific the topic and keywords, the less rewriting you do afterwards. A concrete run: on Write a Post, topic “binding a quilt by machine”, a friendly tone, and a medium length produce a structured draft with headings you can trim rather than a blank page you must fill.

4 Watch it stream, then use it

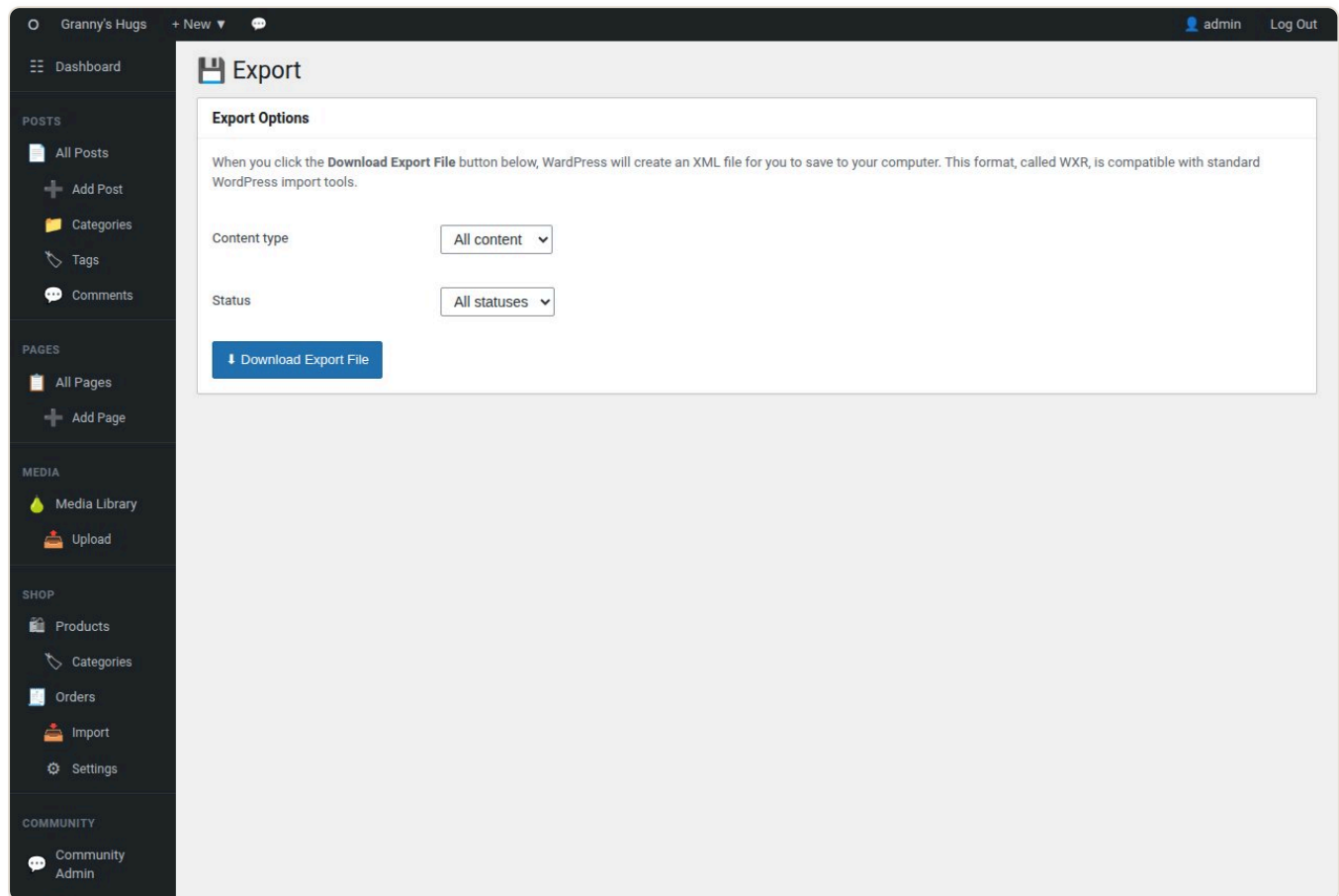
The result streams into the output box word by word (the box itself says “Generated content will appear here as it streams...” until it starts), so you can judge the draft while it is still being written and abandon a bad start early. Nothing is stored anywhere while it streams; close the page and the text is gone.

When it finishes, use the **Save to Database** bar beneath the output: choose **Save as** Blog Post (draft), Page (draft), or SEO meta attached to an existing post, and press **Save**. Drafts land in Posts or Pages exactly like ones you typed, opening in the Markdown editor for cleanup. Or skip saving and copy the text wherever you need it. Either way, read it over and edit before you publish; the assistant drafts, you decide.

It writes Markdown. The assistant writes in **Markdown**. When you save a post or page from it, Granny's renders that Markdown to a formatted page automatically — and the draft opens in the Markdown editor (step 16) if you want to tidy it up first.

27. Tools — import & export

Tools handle moving content in and out of the site.



The Tools → Export screen.

1 Open Tools

Click **Tools** in the menu. Its two workhorses are **Export** and **Import**, which move written content out of and into the site as files. They are the content-side mirror of the shop's catalog import/export in section 13, and the two pairs do not overlap: Tools handles posts and pages, the Shop importer handles products.

2 Export a backup

On **Export**, pick what to include under Export Options and press **Download Export File**. The site assembles your content into a single WXR file (the standard WordPress-style exchange format) that downloads to your computer. Because it is a standard format, the file is both a backup you can file away and a suitcase you could carry to another WordPress or WordPress site.

Worth making a habit: export before anything you would hate to redo, such as a big content cleanup, and date the files. Note the export covers written content; product listings travel via the Shop export (section 13, step 7), and uploaded media files are referenced rather than bundled.

3

Import content

On **Import**, the **Import WXR File** card takes a file like the one Export produces: choose it and press **Upload and Import**. When it finishes you get an exact accounting, for example “Import complete — 24 post(s) imported, 3 skipped (already existed)”; existing items are skipped rather than duplicated, so re-running an import is safe. For *products* specifically, use the shop’s own importer in step 13 — it understands product columns, prices, swatches, and the test flag, none of which a WXR file carries.

Rules. Export produces a full backup of your content that you keep or move elsewhere. Import here is for WordPress content — for products use the Shop importer (step 13) instead, which understands prices, swatches, and the test flag.

28. Settings

Settings are the site-wide options — its name, address, timezone, and more.

The screenshot shows the 'Settings' page for 'Granny's Hugs'. The sidebar on the left contains links for Dashboard, Posts (All Posts, Add Post, Categories, Tags, Comments), Pages (All Pages, Add Page), Media (Media Library, Upload), Shop (Products, Categories, Orders, Import, Settings), and Community (Community Admin). The main content area has a 'Settings' title and tabs for General, Reading, Hero, Story, Announcement, Email, and llama.cpp AI. The 'General' tab is selected, displaying the following fields:

- Site Title:** A text input field containing 'Granny's Hugs'.
- Tagline:** A text input field containing 'hobbyist quilt supply and training learning.' with a subtext 'In a few words, explain what this site is about.'
- WTM64 Address (URL):** An empty text input field.
- Site Address (URL):** An empty text input field with a subtext 'Enter the address here if you want your site home page to be different from your WTM64 directory.'
- Administration Email Address:** A text input field containing 'granny@grannys-hugs.com' with a subtext 'This address is used for admin purposes.'
- Timezone:** A dropdown menu set to 'America/Boise'.
- Date Format:** A text input field containing 'm/d/Y' with examples: 'F, J, Y (August 18, 2026) Y-m-d m/d/Y d/m/Y'.
- Time Format:** A text input field containing 'g:i A' with examples: 'g:i a (g:i a) g:i A Hi'.
- Week Starts On:** A dropdown menu set to 'Monday'.

A 'Save Changes' button is located at the bottom of the form.

General Settings, with tabs for Reading, Hero, Story, Announcement, Email, and llama.cpp AI.

1 Open Settings

Click **Settings** at the bottom of the menu. The screen is a row of tabs: General, Reading, Hero, Story, Announcement, Email, and llama.cpp AI, each a separate form with its own Save button. The shop's own settings (payments, Stripe, shipping) are deliberately not here; they live under Shop → Settings, covered in section 15.

2 General options

The **General** tab holds the site's identity. **Site Title** is the name shown in browser tabs and anywhere the site names itself; **Tagline** is the short phrase beside it. **Administration Email Address** is where site notices go. **Search Engine Visibility** asks search engines to skip the site while you build; flip it back before launch or new customers will never find you. **Timezone** and **Date Format** govern every timestamp the site prints, including order dates on the Orders screen and post dates on the blog, so set the timezone once, correctly, on day one.

3

Other tabs

Reading decides what the front door shows: “Your homepage displays” either your latest posts or a fixed page of your choosing (with a second dropdown choosing which page carries the blog), and “Blog pages show at most” caps how many posts appear per page of the feed. **Announcement** runs the storefront top bar (next step). **Email** configures how the site sends outgoing mail. **llama.cpp AI** points the assistant (section 26) at your AI server and model. Press **Save** on the tab you changed; each tab saves only itself.

The **Hero** tab edits the large rotating banner across the top of the front page. A single **Show the hero on the front page** switch turns the whole banner on or off, and below it sits one card per slide. Each slide card holds a **Colour** (teal, rose, or plum, which tints that slide), a **Kicker** (the small line above the heading), a **Heading** (the one required field), a line of **Sub text**, and a **Button text** paired with its **Button link**. Use **+ Add slide** to add another card and the **Remove slide** link on any card to drop it, then press **Save Hero**. A live preview at the top of the tab renders the first slide exactly as shoppers see it, or reads “The hero is switched off.” when the switch is off. Two rules are worth knowing. A slide whose heading is blank is dropped on save, so a half-filled card costs nothing. And when you save no slides at all, the front page falls back to three built-in slides (the Summer Stitching sale, New Arrivals, and the Daily Deal), so the banner is never empty. Saved slides rotate on their own, and the dots beneath the banner jump to a chosen slide.

The **Story** tab edits the “From Granny’s Kitchen Table” section near the bottom of the front page — the photo-and-letter block signed “Love, Granny”. It holds a **Show the story on the front page** switch, a **Heading**, the **Story** text itself (leave a blank line between paragraphs and each becomes its own paragraph on the page), and a **Sign-off** line. A live preview at the top renders the section exactly as saved. Fields left blank fall back to the copy the site shipped with, so you can rewrite one paragraph without retyping the rest; press **Save Story** to publish.

Granny's Hugs

+ New

admin

Log Out

Dashboard

POSTS

All Posts

Add Post

Categories

Tags

Comments

PAGES

All Pages

Add Page

MEDIA

Media Library

Upload

SHOP

Products

Categories

Orders

Import

Settings

COMMUNITY

Community Admin

Posts

Comments

Courses

Events

Feedback

View Community

MEMBERSHIP

Members

Add Member

Activation Queue

Access Groups

Community Profiles

SITE

Appearance

Extensions

AI

llama.cpp AI

Tools

Error Log

Settings

Settings

GeneralReadingHeroStoryAnnouncementEmailllama.cpp AI

This is the "From Granny's Kitchen Table" section near the bottom of the front page. Edit the heading, the story itself, and the sign-off. Leave a blank line between paragraphs.

LIVE PREVIEW (AS SAVED)



From Granny's Kitchen Table

Granny's Hugs started in 1956 with one treadle machine, a kitchen table, and a stack of fabric. Every quilt that left the house carried a note: "made with a hug sewn in."

Three generations later, we still choose every bolt, bundle, and pattern the same way Granny did — by asking whether it would make someone feel wrapped up and loved. Thank you for keeping the tradition stitched together with us.

Love, Granny

☒ Show the story on the front page

Heading

From Granny's Kitchen Table

Story

Granny's Hugs started in 1956 with one treadle machine, a kitchen table, and a stack of fabric. Every quilt that left the house carried a note: "made with a hug sewn in."

Three generations later, we still choose every bolt, bundle, and pattern the same way Granny did — by asking whether it would make someone feel wrapped up and loved. Thank you for keeping the tradition stitched together with us.

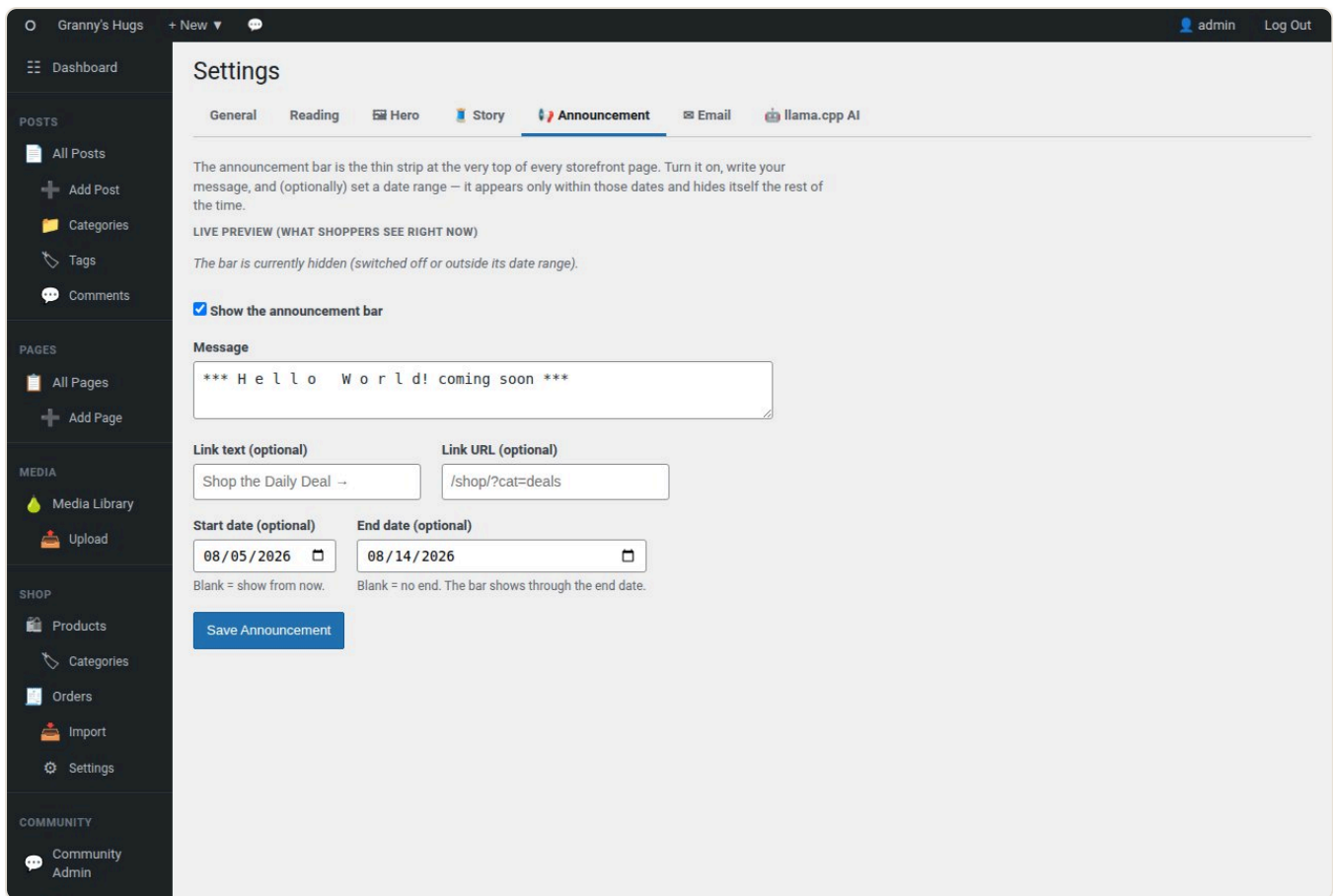
Sign-off

Love, Granny

Save Story

Settings → Story — the front-page 'From Granny's Kitchen Table' heading, story text, sign-off, and live preview.

Granny's Hugs Fabric Cottage · User Guide



Settings → Announcement — switch the top bar on, write the message, set a date range, and see a live preview.

4 The announcement bar

On the **Announcement** tab, tick **Show the announcement bar**, type your **Message**, and press **Save Announcement**. It appears instantly as the thin teal strip at the very top of every storefront page. To make the bar clickable, fill in both **Link text** and **Link URL**; the link is appended after the message, and the placeholders on the form show the intended shape (“Shop the Daily Deal →” pointing at `/shop/?cat=deals`). Fill only one of the pair and no link is shown, so a half-entered link can never render broken.

The **Live preview** at the top of the tab renders the bar exactly as shoppers see it at this moment, honouring the switch, the message, and the date range together; when the bar would be hidden the preview says so in words: “The bar is currently hidden (switched off or outside its date range).” Trust the preview over your memory of the settings.

5

Run it for a limited time

Set a **Start date** and/or **End date** for a promo. The server checks today's date against the range every time it renders a page: before the start date the bar stays hidden, from the start date it shows, and after the end date it hides again, all with no further action from you. Both dates are inclusive, and either may be left blank for an open end. Leave both blank to run the bar until you untick the switch.

A worked example: on Monday you prepare “Free shipping all weekend on orders over \$50” with Start set to Friday and End set to Sunday. You save it, ticked, on Monday; shoppers see nothing all week, the strip appears Friday morning, and by Monday it is gone, whether or not you remembered it existed.

Rules. Settings are site-wide — a change here affects the whole site, not one page. Each tab saves on its own, so press **Save** before switching tabs. The announcement bar hides automatically when it's switched off, its message is empty, or the date is outside its range.

That's everything. You've now seen every tool in the admin. Most day-to-day work is just Products, Orders, and the occasional Post — the rest is here when you need it.