

Connecting to the PrestaShop back office

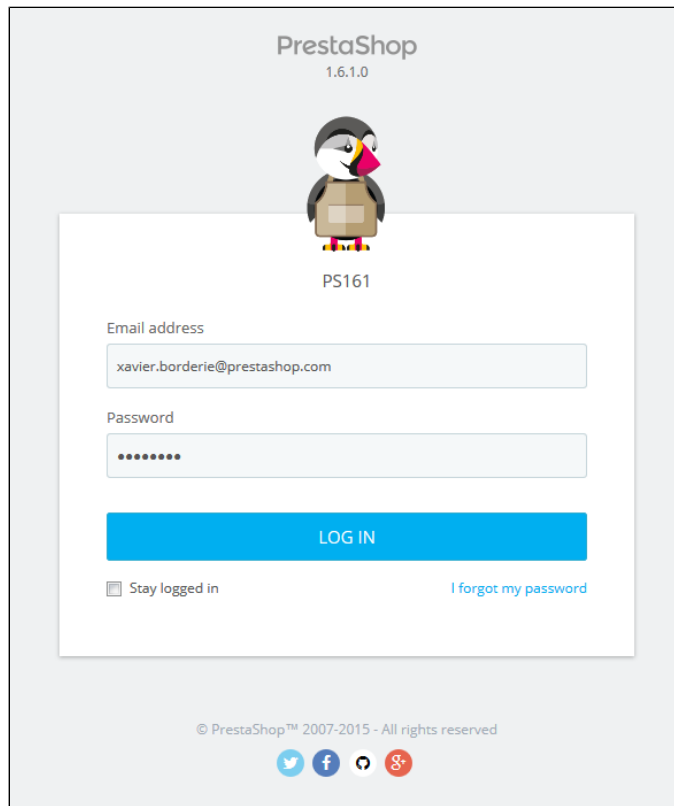
Connecting to the PrestaShop back office

The PrestaShop back office is the name used to describe the administration panel of your PrestaShop site in this user guide. You will spend most of your time in this panel, as everything that the user sees is handled directly through the back office: adding/editing/removing products, handling carriers, building packs, creating vouchers, keeping contact with customers, improving your shop, etc.

During the install process, the `/admin` folder is renamed into something unique to your shop (for instance, `/admin7890`), for security reasons. Use that new folder name to access your shop (for example: <http://www.example.com/admin7890>).

i The name change is done automatically by PrestaShop. Be careful to memorize that folder name the first time you access it after the installation!

You will see the login page for your shop's control panel.



PrestaShop
1.6.1.0

PS161

Email address
xavier.borderie@prestashop.com

Password
.....

LOG IN

Stay logged in [I forgot my password](#)

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Enter the e-mail address and password that you registered with when you installed PrestaShop. Click the "Log In" button, and you will be taken to the back office's dashboard, a sort of welcome page for this control panel.

The screenshot displays the PrestaShop 1.6.1.0 dashboard. At the top, the user is logged in as 'Xavier Borderie'. The dashboard is divided into several sections:

- Left Sidebar:** Contains navigation links for Dashboard, Catalog, Orders, Customers, Price Rules, Modules and Services, Shipping, Localization, Preferences, Advanced Parameters, Administration, and Stats.
- Top Header:** Includes a search bar, user profile, and quick access options.
- Dashboard Overview:** Shows 'Online Visitors' (36) and 'Active Shopping Carts' (4) in the last 30 minutes. Below this is a 'Currently Pending' section with a table:

Orders	3
Return/Exchanges	1
Abandoned Carts	10
Out of Stock Products	8
- Activity Overview:** A table showing 'Notifications' (New Messages: 231, Product Reviews: 759) and 'Customers & Newsletters' (New Customers: 165, New Subscriptions: 132, Total Subscribers: 1253).
- Dashboard Metrics:** A table showing key performance indicators:

Sales	Orders	Cart Value	Visits	Conversion Rate	Net Profit
\$782,048	5,845	\$134	366,371	1.6%	\$267,344
- Line Chart:** A line graph showing 'Sales' from 6/1/2015 to 7/3/2015. The y-axis ranges from \$3,250 to \$79,380. The chart shows a significant peak in late June.
- Forecast Section:** A section for '2015' with a legend for Traffic, Conversion, Average Cart Value, and Sales.
- Right Sidebar:** Contains 'PRESTASHOP NEWS' with two articles: 'Support your ecommerce business with social media (Part 2 of 2)' and 'Meet the winners of the PrestaShop Awards!', and 'PRESTASHOP UPDATES' stating 'Your PrestaShop version is up to date'.

From this step onward, you can begin to configure your shop and sell products to your customers.

Read the next chapter of this user guide, named "First steps with PrestaShop 1.6", to understand all the various sections of the back office.