

Connecting to the PrestaShop back office

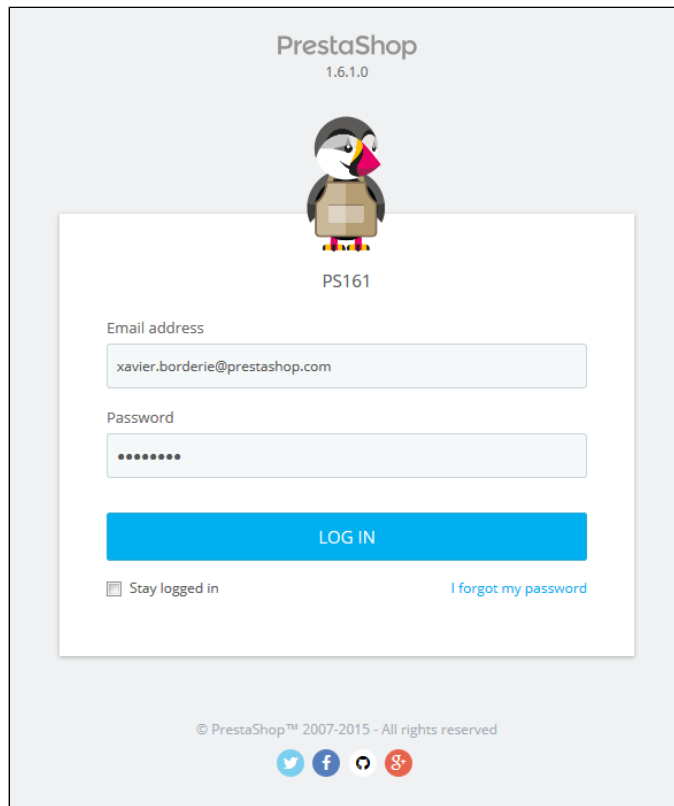
Connecting to the PrestaShop back office

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.



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' with a 'My shop' profile. The dashboard is titled 'Dashboard' and includes a search bar and navigation menu on the left. The main content area is divided into several sections:

- ACTIVITY OVERVIEW:** Shows 'Online Visitors' (36) and 'Active Shopping Carts' (4) in the last 30 minutes. It also lists 'Currently Pending' items: Orders (3), Return/Exchanges (1), Abandoned Carts (10), and Out of Stock Products (8). Notifications include 231 New Messages and 759 Product Reviews. Customers & Newsletters statistics show 165 New Customers, 132 New Subscriptions, and 1253 Total Subscribers.
- DASHBOARD:** A summary table with columns for Sales (\$782,048), Orders (5,845), Cart Value (\$134), Visits (366,371), Conversion Rate (1.6%), and Net Profit (\$267,344). Below this is a line chart for Sales from 6/1/2015 to 7/3/2015, showing a peak around 6/5/2015.
- FORECAST:** A section for 2015 with a legend for Traffic, Conversion, Average Cart Value, and Sales.
- PRESTASHOP NEWS:** Two news items: 'Support your ecommerce business with social media (Part 2 of 2)' dated 06/30/2015 and 'Meet the winners of the PrestaShop Awards!' dated 06/26/2015.
- PRESTASHOP UPDATES:** A notification 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.