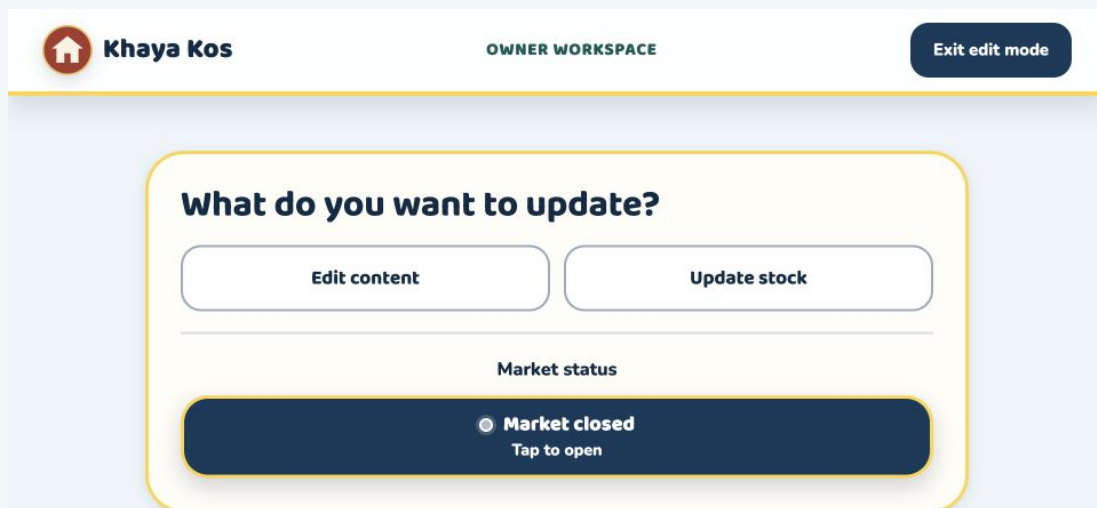


SIMPLE STEP-BY-STEP INSTRUCTIONS

How to update your Khaya Kos website

Change products, photos and prices, manage Saturday stock, and open or close the live market.



Before you start

Use one phone or computer at a time, make sure it is connected to the internet, and keep the owner password private.

1

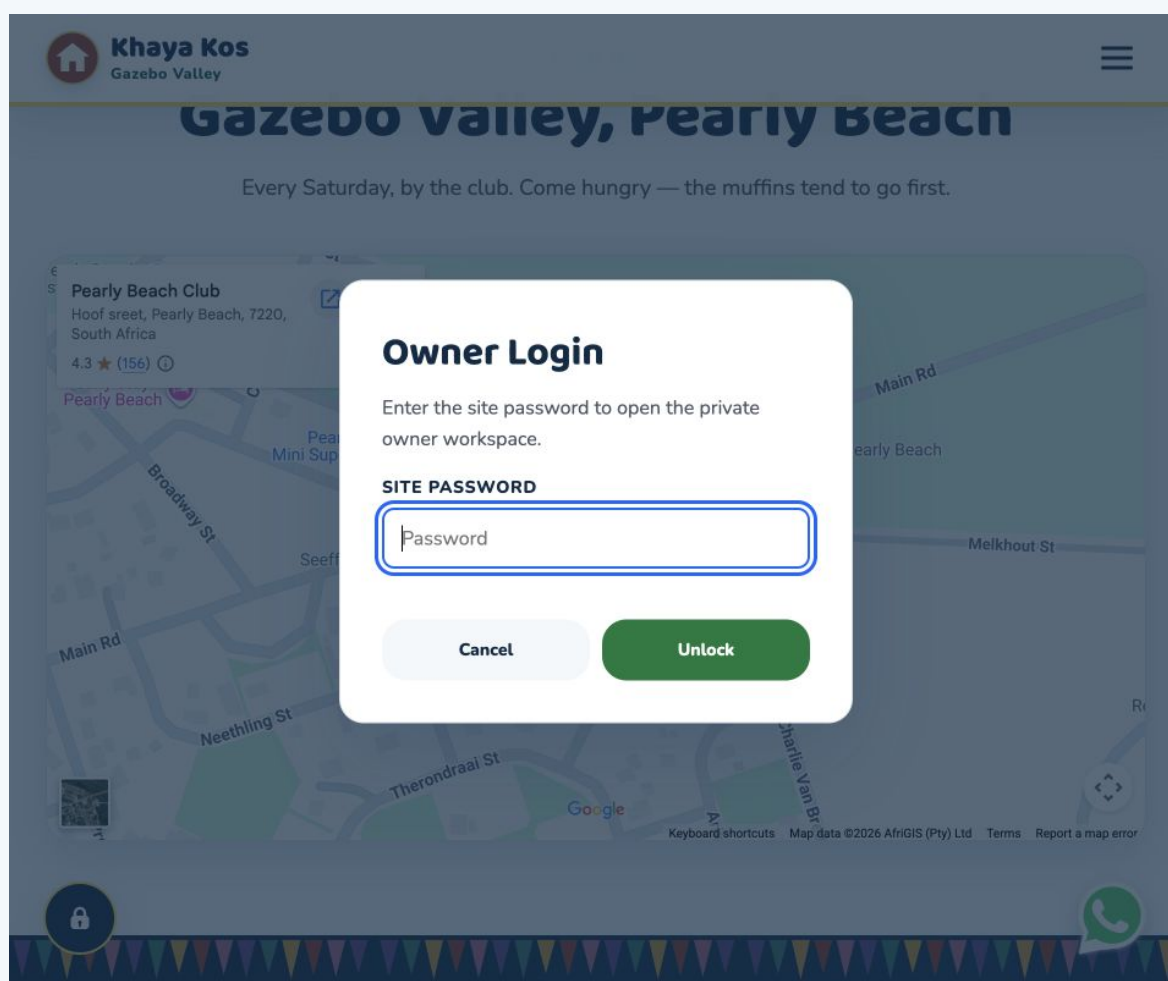
SIGN IN

Open the owner workspace

1. Open the Khaya Kos website.
2. Tap the lock button near the bottom-left corner.
3. Enter the owner password and tap **Unlock**.

Tip

If another phone is already editing, the website will ask before moving edit control to this device.



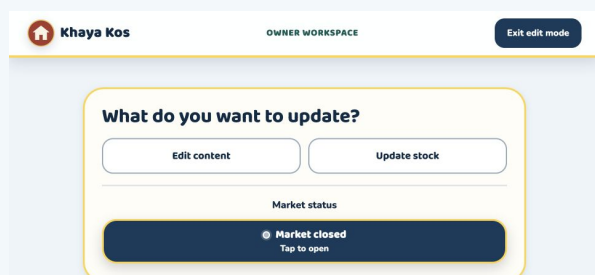
Enter the password, then tap Unlock.

2

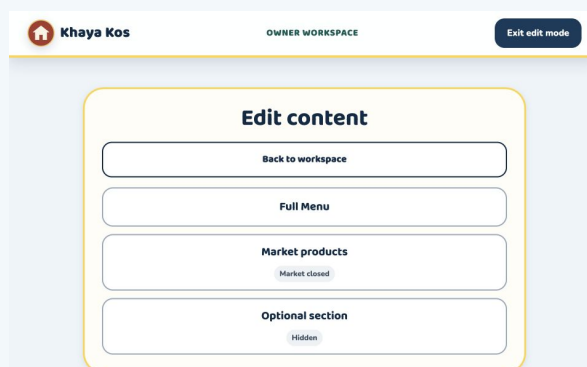
CHOOSE A WORKSPACE

Choose what to update

1. **Edit content** changes product names, descriptions, prices and photos.
2. **Update stock** changes Saturday market quantities.
3. **Market open / closed** changes what visitors see immediately.



Start here



Then choose a content section

Sections

Full Menu is for made-to-order products. Market products is for the Saturday stall. Optional section is the extra section that can be shown or hidden.

3

EDIT AN EXISTING PRODUCT

Change the details or photo

1. Tap the price, product name, or description field and type the new information.
2. Tap outside the field when finished. The change saves automatically.
3. To replace the picture, tap **Change photo**, choose a picture, adjust the square crop, and accept it.

Important

Wait for any saving or connection message to clear before closing the page.

The screenshot displays the 'OWNER WORKSPACE' interface for editing a product. At the top, there's a header with the 'Khaya Kos' logo, a breadcrumb 'Carrot Cake Muffins', the title 'OWNER WORKSPACE', and an 'Exit edit mode' button. The main content area is split into two panels. The left panel features a large image placeholder with a carrot icon and the text 'Change photo'. Below this, there are three input fields: 'PRICE (RAND)' with the value '35', 'PRODUCT NAME' with the value 'Carrot Cake Muffins', and 'DESCRIPTION' with the text 'Moist carrot muffins with a light cream-cheese topping.'. The right panel is mostly empty, showing a large plus sign and the text 'Add Item'.

Existing product changes save when you finish the field.

4

ADD OR REMOVE PRODUCTS

Keep the menu up to date

To add a product

1. Tap **Add new item** at the top, or the **Add Item** card.
2. Add a photo, product name and description. Price and stock are optional.
3. Tap **Add product**. The new item becomes live only after this button is tapped.

To remove a product

1. Tap the x button on the product picture.
2. Check the product name in the confirmation window.
3. Confirm the removal. It takes effect immediately and cannot be undone.

Do not leave an unfinished new product open

Finish it and tap Add product, or tap Cancel to remove the unfinished card.

5

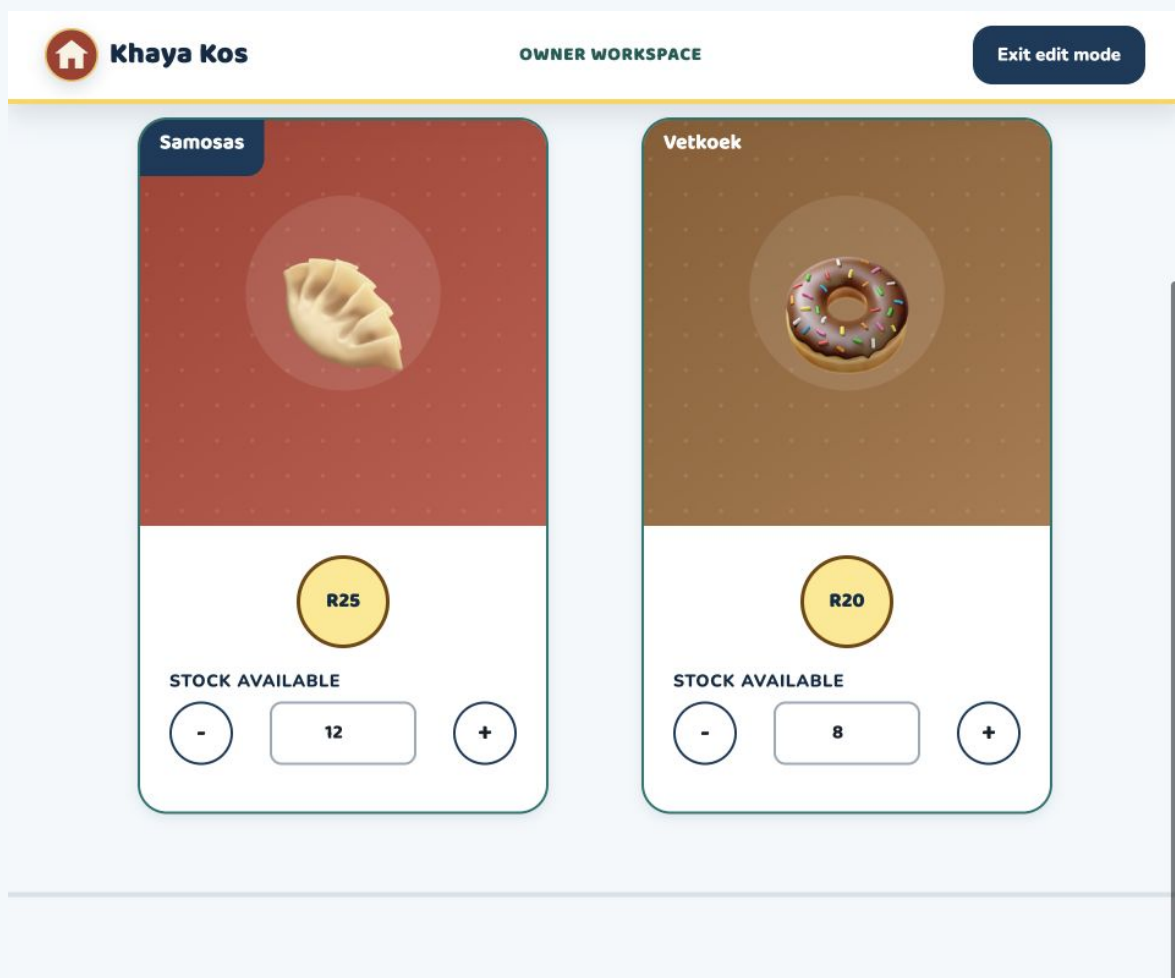
SATURDAY MARKET

Open the market and update stock

1. From the owner workspace, tap **Update stock**.
2. Use + to add one item or - when one sells. You may also type the quantity.
3. Tap **Market closed** to open the live market. Visitors can then see products and remaining stock.
4. At the end of the market, tap **Market open** to close it.

Tip

Quick stock taps are grouped together. Give the website a moment to finish syncing before leaving this screen.



Use minus for a sale and plus to correct or restock.

6

OPTIONAL SECTION

Show, hide, or rename it

1. Choose **Edit content**, then **Optional section**.
2. Tap the visible / hidden control to show or hide the whole section immediately.
3. Tap **Edit section text** to change its navigation label, heading or description.
4. Tap **Save text** when finished.

When you are done

Tap **Exit edit mode** in the top-right corner. Open the normal website and check that the result looks right.

That is all you need for normal updates

If the connection message stays on screen, do not repeat the change. Check the internet connection first, then try again.

Ready for the next update

Keep this guide on your phone or print a copy for the stall.