

# Midi Catalogue Help:

## 1. Adding Category:

### Login

Please login with your provided user name and password.

Username:

Password:

Click on [Catalogue Manager button](#) and then click on [“Manage Categories?” button](#)

The screenshot shows the iis ADMIN interface. The header includes the iis logo and the text 'ADMIN INTERNET INTERACTIVE SOLUTIONS'. A navigation bar contains an 'Overview' button. On the left, a sidebar titled 'Installed Modules' lists several options: 'Catalogue Manager' (highlighted with a green box), 'Add Item', 'Manage Categories' (highlighted with an orange box), 'Manage Items', and 'Manage Orders'. The main content area displays 'Welcome back, Admin.' and a message box stating 'You have 0 messages.'

Click on [“Create Category” Button](#)

## Catalogue

All Categories

TITLE	PARENT	TYPE	# OF ITEMS
There are currently no defined categories. <a href="#">Define one now?</a>			

or [Create Product](#)

Create a **Title name** that will display as the main category. Select the **catalogue(Product Categories)** it will display in. Click **“Save” button** to create category.

Category Details

**Title**  
Main Category 1

Description  
This is Main Category 1

Category Settings

**Catalogue:**  
Product Categories

**Parent Category:**  
None

Sort Order  
0

**Save** or Cancel

## **2. Adding Sub Category:**

Click on **“Create Category”** button.

TITLE	PARENT	TYPE	# OF ITEMS	
Main Category 1	None	Product Categories	0	<b>Edit</b> or Delete

**Create Category** or Create Product

Create a **Title name** that will display as the Sub Category underneath the main category of your choice. Select the **catalogue(Product Categories)** it will display in. Now select the **Main category** you would like it to display in. Click **“Save” button** to create the sub category.

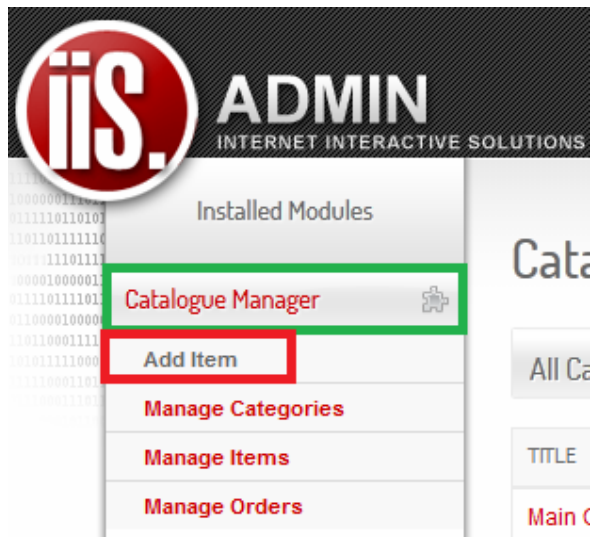
The screenshot shows a web form with two main sections: "Category Details" and "Category Settings".

- Category Details:**
  - Title:** A text input field containing "Sub Category 1", highlighted with an orange border.
  - Description:** A text area containing "This is the First Sub Category".
- Category Settings:**
  - Catalogue:** A dropdown menu with "Product Categories" selected, highlighted with a green border.
  - Parent Category:** A dropdown menu with "Main Category 1" selected, highlighted with a blue border.
  - Sort Order:** A text input field containing "0".

At the bottom of the form, there are two buttons: "Save" (highlighted with a red border) and "Cancel".

### **3. Adding Item:**

Click on **“Catalogue Manager” button**. Click on **“Add Item” button**.



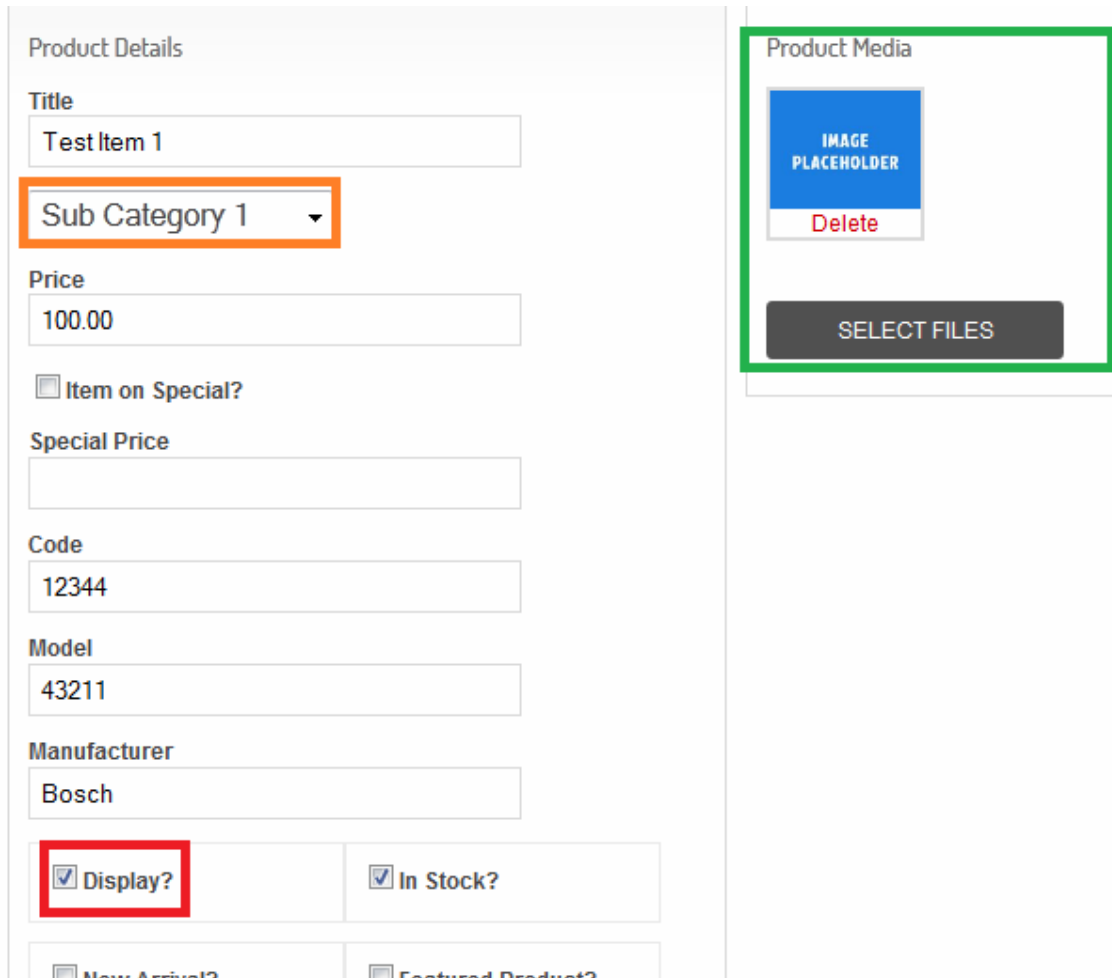
Now add all of the information you would like to display about the product.

**VERY IMPORTANT: You must tick the “Display?” button for item to show.**

Click on “Select Files” button to upload images to display with the item.

**Max file size: 2MB**

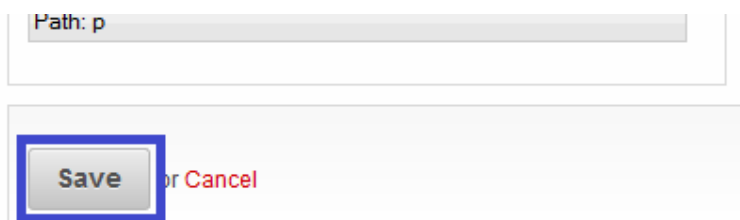
Please remember to select the **Category** you would like the product to be **displayed** in.



The image shows a product details form with two main sections: 'Product Details' and 'Product Media'. In the 'Product Details' section, the 'Sub Category 1' dropdown menu is highlighted with an orange border. The 'Display?' checkbox is highlighted with a red border. In the 'Product Media' section, the 'SELECT FILES' button is highlighted with a green border. The form contains the following fields and options:

- Product Details:**
  - Title: Test Item 1
  - Sub Category 1 (dropdown menu, highlighted with orange border)
  - Price: 100.00
  - Item on Special?
  - Special Price: (empty field)
  - Code: 12344
  - Model: 43211
  - Manufacturer: Bosch
  - Display? (highlighted with red border)
  - In Stock?
  - New Arrival?
  - Featured Product?
- Product Media:**
  - IMAGE PLACEHOLDER (blue box)
  - Delete (red text)
  - SELECT FILES (dark grey button, highlighted with green border)

Once you added all item information click the “Save” button to save the item.



The image shows a 'Path: p' input field and a 'Save' button highlighted with a blue border. The 'Save' button is located next to the text 'or Cancel'.

#### 4. Editing Item:

Click on “Edit” button on the item you would like to edit.

PRODUCT	CATEGORY	DISPLAY	IN STOCK	SPECIAL	NEW	FEATURED	
Test Item 1 Code: 12344	Sub Category 1	✓	✓	✗	✗	✗	<b>Edit</b> or Delete

Once you have finished making the changes you would like to make click on the “Save” button.

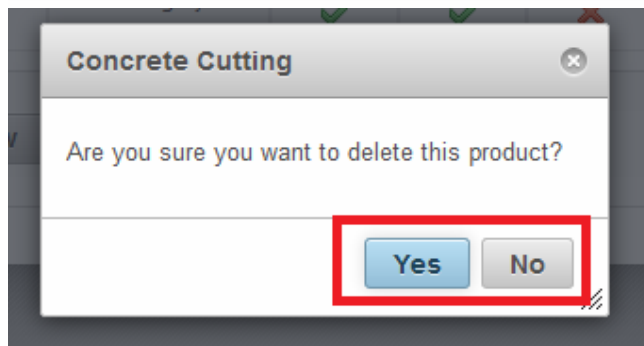
Path: p

**Save** or Cancel

#### 5. Delete Item:

Click on “Delete” button on the item you would like to delete.

PRODUCT	CATEGORY	DISPLAY	IN STOCK	SPECIAL	NEW	FEATURED	
Test Item 1 Code: 12344	Sub Category 1	✓	✓	✗	✗	✗	Edit or <b>Delete</b>

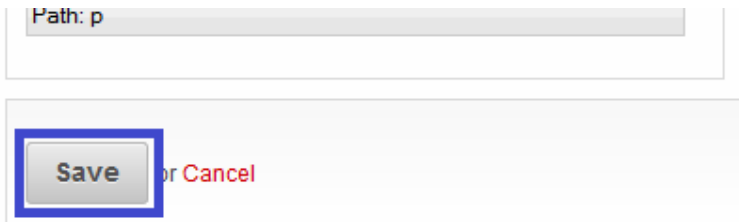


#### 6. Editing Category:

Click on “Edit” button on the Category you would like to edit.

TITLE	PARENT	TYPE	# OF ITEMS	
Main Category 1	None	Product Categories	0	Edit or Delete
Sub Category 1	Main Category 1	Product Categories	1	<b>Edit</b> or Delete

Once you have finished making the changes you would like to make click on the **“Save” button**.



Path: p

**Save** or **Cancel**

## **7. Delete Category:**

Click on **“Delete” button** on the Category you would like to delete.

TITLE	PARENT	TYPE	# OF ITEMS	
Main Category 1	None	Product Categories	0	<b>Edit</b> or <b>Delete</b>
Sub Category 1	Main Category 1	Product Categories	1	<b>Edit</b> or <b>Delete</b>

