

Shop Page Management

This document provides information for system administrators to manage Shop page catalogs, content and layout options.

Catalog Categories

Catalog categories are setup via Shop Page Configuration.

Navigation: Menu > Admin > Select Function > Shop Page Configuration > Horizontal > Catalog with Categories > Add/Edit Categories

Step 1: Enter the Category Name field value.

Step 2: Select the Update button to save.

Tips:

- To edit a category, select the **Edit** link, make the desired changes and select the **Update** button to save.
- To change the order that categories appear on the Shop tab, use the drag and drop functionality, then select the **Update** button to save.

Catalog Layout

Catalog layout is setup via Shop Page Configuration.

Navigation: Menu > Admin > Select Function > Shop Page Configuration > Horizontal > Catalog with Categories or Catalog Without Categories > Add/Edit Catalog

Step 1: Select the Catalog Name.

Step 2: Enter/Select required/optional fields.

The following fields are required:

- Catalog Category (only when using the Catalog With Categories option)
- Catalog Image Override (If no image has been selected)

Tips:

- If the desired catalog does not appear in the **Catalog Name** field's list of values, it has either been setup already or it not been assigned to your entity by ESM.
- To view an existing catalog's information, select the catalog tile.
- To view a **Hosted** or **Level II Punch-out** catalog's assigned item Information, select the **View** button.
- To remove a catalog from the layout, select the **Delete** button.

Step 3: Move catalog tiles to the desired location using the drag and drop functionality.

Step 4: Select the Update button to save.