

BizBoost CMS – Product Catalogue

Content Managers Guide

1. Login

Login to the Content Management Area by going to www.yourwebsite.com.au/admin

Type in your “Username” and “Password” and click “Login”. These details have been provided on the first page of your User Manual.



Please enter you username and password below

Username:

Password:

[Forgotten your details?](#)

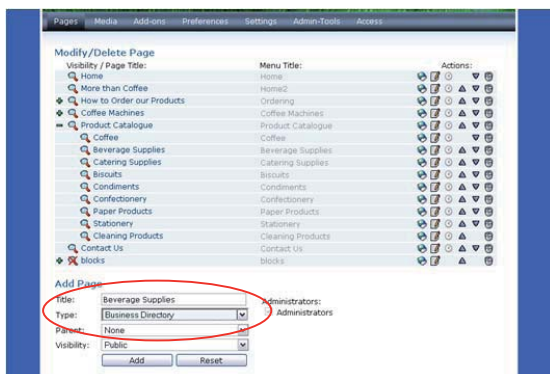
[Home](#)

2. Product Catalogue Setup

First step is to think about the various product categories of your catalogue. You then need to create a catalogue page for each of these categories in the ‘Pages’ section of the admin area.

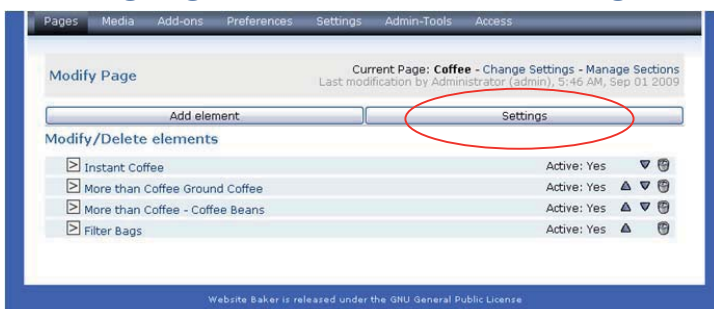
You may even have sub-categories so you need to use the ‘Parent:’ field of the new catalogue pages to create to organise your catalogue.

Eg: Product Category
Coffee
Beverage Supplies



***** important to select 'Business Directory' as the page type**

3. Managing the Product Catalogue Settings



BizBoost will help you setup all the Settings for your Product Catalogue.

NOTE: the Settings you setup for one page will be copied across to all other Catalogue pages on your website.

4. Before you add your products:

For each product you want to add to your catalogue you will need:

- a name for your product / product range
- a short description for your product
- size
- price
- up to 3 photos

5. Add Product

Click on Add Product button to reach the product entry screen.

Type in the name of your product

Make sure you select the 'Yes' radio button to make the product ACTIVE – otherwise it will not appear in your catalogue

A short description, size, price

SAVE

Then click on that product again in the list and add the photos -
Browse your computer for the photos of the product and then
Add them (up to 3 photos)

SAVE

6. Modify or Delete a Product

Click on the product you wish to **modify**
Then save, to keep your changes.

Click the little bin icon on the right hand side if
you wish to **delete** a product

7. Order of products on a page

Use the arrows on the right hand side to change the order that the products are listed on your catalogue page.

8. View and check

Always make sure you view what you have done on the actual website to make sure all is appearing as you want it to. Remember that changes that are not hidden are live as soon as you save them.