

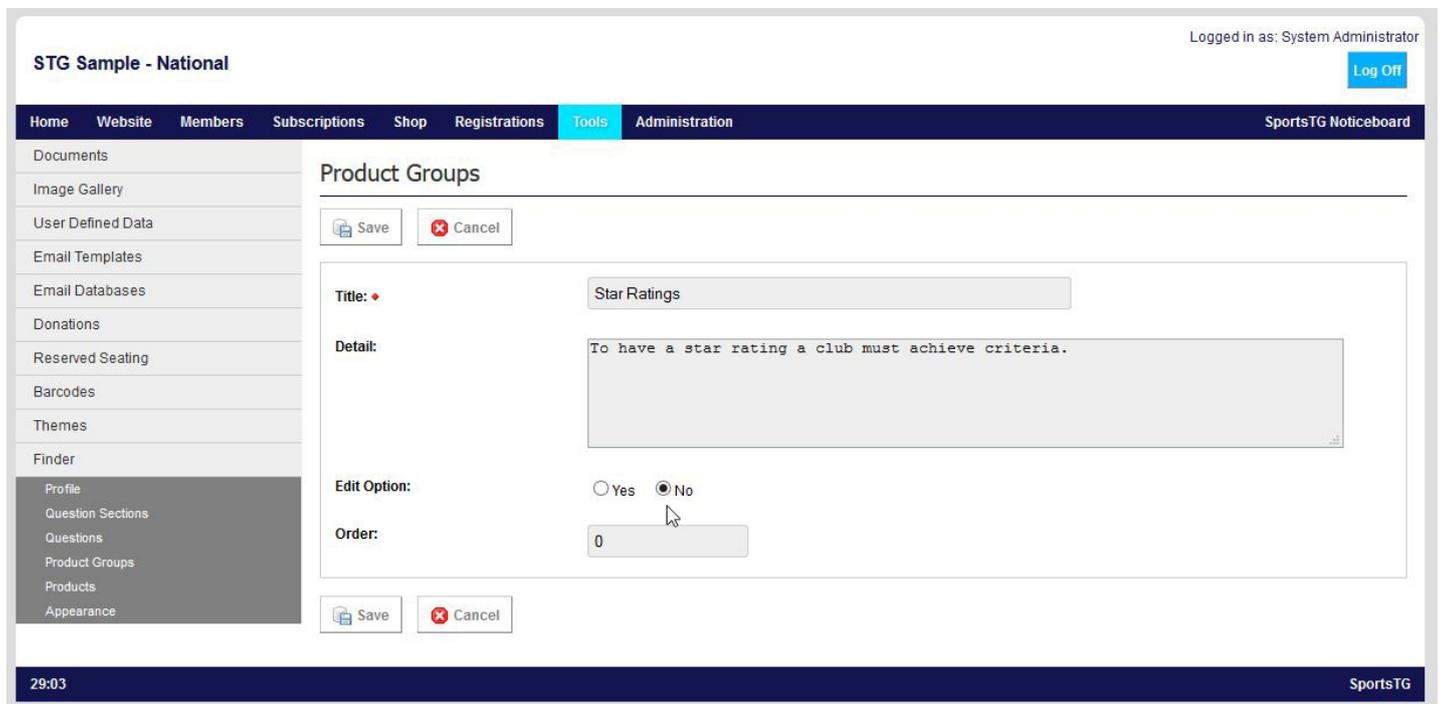
Setting Up Product Groups

Last Modified on 02/11/2016 1:23 pm AEDT

Quick Steps: Tools > Finder > Product Groups

This step is to be actioned at the highest tier, whether a National or State entity. This create a category to house Products that prospective members may want to participate in within a club. A product could be defined as a Program or Rating.

1. Login to the console, and go to the **Tools** menu
2. From the left hand menu select **Finder**
3. Select **Product Groups** from the expanded menu, and click **Add**
4. Create a **Title** and **Detail** about the Product
5. The **Edit Option** gives the entities below the option to say whether or not they have that Product.
6. **Order** (this will be the display order on your website)



The screenshot displays the 'STG Sample - National' console interface. At the top right, it shows 'Logged in as: System Administrator' and a 'Log Off' button. The main navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Registrations', 'Tools' (highlighted), and 'Administration'. A 'SportsTG Noticeboard' is visible on the right. The left sidebar lists various menu items, with 'Finder' expanded to show 'Profile', 'Question Sections', 'Questions', 'Product Groups' (selected), 'Products', and 'Appearance'. The main content area is titled 'Product Groups' and contains a form with the following fields: 'Title' (set to 'Star Ratings'), 'Detail' (text area containing 'To have a star rating a club must achieve criteria.'), 'Edit Option' (radio buttons for 'Yes' and 'No', with 'No' selected), and 'Order' (set to '0'). There are 'Save' and 'Cancel' buttons at the top and bottom of the form. The bottom status bar shows '29:03' on the left and 'SportsTG' on the right.

7. Click Save

8. Once the record has been saved, ensure to activate it for your lower entities to view it.

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- Barcodes
- Themes
- Finder
- Profile
- Question Sections
- Questions
- Product Groups
- Products
- Appearance

Product Groups

[Add](#)

Records: 1-1 of 1

Order	Title	Edit	View	Delete	Status
0	Star Ratings				

Records: 1-1 of 1

Change Record Status

Related Articles

[template("related")]