

Catalogue

The catalogue feature is an ideal way to showcase your church library or bookstore. With the catalogue you can create categories to store your items (eg books, tapes) and they will then be displayed to your site visitors in an easy to navigate view.

See an example of how the catalogue can function by visiting <http://demo.churchedit.com/catalogue.php>

If you have a library at your church you could create a category for the different topics and then add information and a front cover image for each book onto the website. Church Edit Plus customers can allow members to write reviews for each item in the catalogue.

The catalogue can have up to 20 categories with each category containing catalogue items. For example the catalogue could be used as a 'Church Library' with a category called 'Creation Books' and an item called 'Creation verses Evolution'

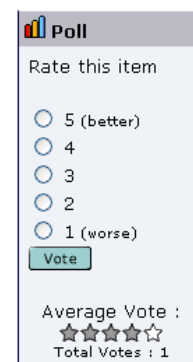
To edit the catalogue click on catalogue from the site menu in your control panel.



Catalogue Options

Like most of the features in Church Edit, the catalogue can be customised to suit the individual church. The following options are available:

- **Catalogue Name** : The catalogue name is displayed on the site menu and at the top of the catalogue page. The name should be what you are using the catalogue for (eg Library, Church Bookstore, Tapes)
- **Catalogue Voting** : If this option is enabled then members and visitors will be able to rate individual items from 1 – 5 (1 being lowest, 5 being highest). Each person will only be able to vote for an item once.



The screenshot on the right shows how a voting poll will display if you choose to use it.

Catalogue Reviews

Church Edit Plus websites allow members to write reviews for each item which will then be displayed below the item.

If you are using reviews for your church then you can specify whether the review is available to everyone who visits the site, or if it is just visible to members. If it is only available to members, and a non-member views the page then they will not see the review.

If the review is available to non-members then you can choose whether to display the author of the review by their full name or just by their first name.

Next to each review will be a 'Report' button which is only shown to members. This button will allow a member to report a review if they think it is unsuitable. Reported reviews will be removed from the website and display in your control panel from where you will then be able to delete/ allow the reported review. If you delete it then

it will be permanently deleted, and if it is allowed then the review will be displayed on the web site again. Only registered members will be able to report reviews.

Email to a friend

If this option is enabled, website users will be able to easily email a link for a particular catalogue item to a friend.

Printable Version

If this option is enabled, website users will be able to open a printable version of the page. This will display the catalogue item without the main website banners and menus.



Catalogue Introduction

The catalogue introduction is displayed on the main catalogue page and can be used as an introduction to the catalogue feature. The catalogue introduction uses the easy to use web editor. (see web editor tutorial for more information)



Catalogue Fields

Every library item will require a title and a description. However it may be that you require each item to have more information and this can be done by creating extra fields. For example if you are using the catalogue as a bookstore you may want to add a field for 'Price'. If the catalogue is being used to show the books in a library then you may require fields for 'Author', 'Date Published', 'Edition' and 'Publisher'.

It depends on what your requirements are for the catalogue as to whether additional fields are needed. Up to 10 extra fields available and you can use none or all ten of them.

To add/rename or delete fields click on 'Catalogue Fields' from the main catalogue page. The following screenshot shows the 'Edit Catalogue Fields' form. In the example below field 1 is being used to enter author information, field 2 is being used for publisher information. Field 3 is currently not being used.

Edit Catalogue Fields	
Field 1 :	Author Rename this field Delete this field
Field 2 :	Publisher Rename this field Delete this field
Field 3 :	<input type="text"/>



Adding a Category

Up to 20 categories can be used to store catalogue items. To add a category click on the 'Add Category' button from the main catalogue page.

Every catalogue should have a title and a short description. Church Site Plus customers can choose to make this category available to everyone or just to

Add Catalogue Category	
Category Name :	<input type="text"/>
Category Description :	<input type="text"/>
This Category is available to :	<input checked="" type="radio"/> Everyone <input type="radio"/> Members only
Make this category live :	<input checked="" type="radio"/> Yes <input type="radio"/> No
Upload an image for this category : (You can always delete/upload an image later)	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Add"/>	

Church members. If the category is only available to members then visitors to the site or members who have not signed in will not be able to view the category.

You can add a category without it being displayed on the website straight away. This can be done by selecting 'No' to the option 'Make this category live'. In the future when you are ready to make the category live just select 'Show' next to the category name on the main category page.

To upload an image for the category select the browse button to choose the image from your computer. Uploaded images will be displayed next to the category description.

Catalogue Main Page

The main page of the catalogue will list the categories that are currently stored on the website. To view a category in more detail click on the category name.



Editing a Category

To edit a category open the category by clicking on the category name (see the screenshot on the right). The category will display a button to edit the category.

Existing Categories

Category Name	Total Items	Category Available to :	Category Options		
Apologetics	1	everyone			
Creation	12	everyone			
End Times	2	everyone			



Deleting a Category

To delete a category click on the 'Delete' button next to the category name on the main catalogue page. You can only delete a category if it is empty. If it contains items then you will not be able to delete it until the items have been deleted. **Please note that deleting a category cannot be undone!**



Hiding/ Showing a Category

To temporary hide a category from visitors to the website press the 'Hide' button next to the category name. If a category is hidden, or if when you created the category you selected for it not to be live, then press 'Show' next to the category name. This will then display the category on the website.



Adding Catalogue Items

To add items to the Catalogue you can do so by:

- Pressing 'Add Item' next to the catalogue name on the main catalogue page
- Open the category and press 'Add Item'

The screenshot on the next page shows the 'Add Item' form. In this example the item is being added to the Apologetics Category. Every item should have at least a title and a description. A web link and image are optional. If you have added any extra fields(see catalogue fields) then these will also be displayed. In the next example there are 3 fields which have been created: Author, Price and Date Published. When adding an item these fields can be left blank.

Add Item

Category Name : Apologetics

Title :

Item Description :

Author :

Price :

Date Published :

Web Link : Address (http://www.churchedit.com)

Item Image :

Editing Catalogue Items

To edit the details for an item, open the category that the item is stored in and press 'Edit' underneath the item name. You will then be able to change the details for the item.