

OSP Categories



This document will cover how to set up Categories that will group selected products in the OSP School Store together so they are easier to locate by the purchasers.

Why should I use this feature?

The school store lists all your active products in alphabetical order and, depending on how many available products you have, can be challenging for purchasers to locate the products they would like to purchase. By grouping products into categories, this will help sort your products into smaller lists. Examples of grouping are:

- Spirit Gear
- Field Trips
- Exam Fees

Can a Product be in more than one category?

A product can only be in one category at a time. To have a product in a different category, you will need to remove it from a category before you can add it to the new category.

How does this differ from Product Variations?

Categories are groupings for all your products whereas Product Variations is from grouping specific products that are similar, but have minor differences like color, size, or student/parent options.

How do I use a Category?

1. Go to the Category page

Transactions >> OSP Category

OSP Category					
Search	Enter search terms...		<input type="checkbox"/> Include Inactive	<button>Q Search</button>	<button>+ Add Category</button>
Category No	Category Name	Description	Sort Order	Hidden	
ZY986C-1	Spirit Gear	Spirit Gear	1	False	<button>Edit</button> <button>Delete</button>
ZY986C-4	Field Trips	Field Trips for South Park Elementary	2	False	<button>Edit</button> <button>Delete</button>
ZY986C-17	Exam Fees	Exam Fees	7	False	<button>Edit</button> <button>Delete</button>

Example of OSP Category Page

2. Create a new category or edit an existing Category
 - a. New Category - click **Add Category**
 - b. Existing Categories - locate the Category and click **Edit**.
3. Required Fields
 - a. Category Name - Name purchasers see on OSP School Store
 - b. Category Description
4. Insert Products from Available Activities into the Displayed Activities and Update

Category Name

Category Description

Available Activities

☐ Include
☐ Inactive

Aftercare Fee
Agenda Planner
Field Trip to Museum
Football Game Ticket
General Donation
Student Fundraiser

Category Number

☒ Active

Displayed Activities

Spirit Shirts - All Sizes
Spirit Shirts - Large
Spirit Shirts - Medium
Spirit Shirts - Small
Spirit Shirts - XL
Spirit Shirts - XXL

← Remove


Insert →

Update

Cancel

Products Assigned to a Category

5. Category will be on the left side of the store with all active products inserted when clicked.

Jefferson Elementary	SOUTH PARK ELEMENTARY						
Little Dipper Elementary	Welcome to the OSP Training school store.						
South Park Elementary	Select	Image	Activity No.	Activity Name	Teacher/Sponsor	Grade Course/Class	Act. Date
> Spirit Gear	+		ZY986-385	2021-2022 Yearbook 2021-2022 Yearbook, put name to be embossed in description field.	baker,zack	N/A	NA
> Field Trips							
> Exam Fees	+		ZY986-522	Aftercare Fee Aftercare Fee - Recurring	Baker,Zack	N/A	NA

Example of Category in Store