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.

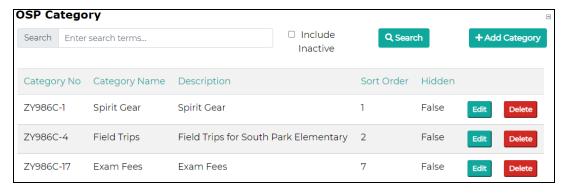
How does this differ from Product Variations?

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?

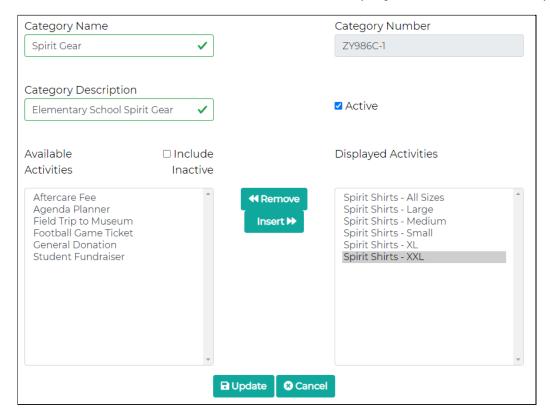
1. Go to the Category page

Transactions >> OSP Category



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



Products Assigned to a Category

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



Example of Category in Store