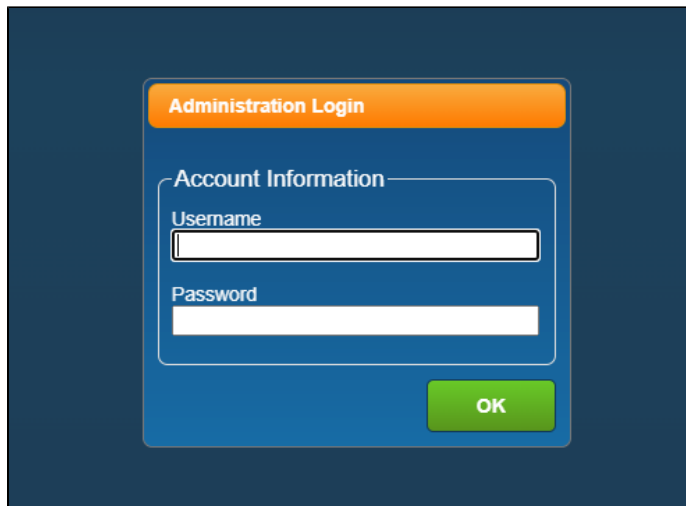


Adding Items to MyMonitor store

Step-by-step guide

Step 1:

Navigate to the the MyMonitor admin login with the following link - <https://monitor.brigidine.qld.edu.au/MonitorOnline/Admin/AdminLogin>



The image shows a screenshot of the 'Administration Login' form. It has a blue background with a white box containing the form fields. The title 'Administration Login' is in an orange box at the top. Below it, 'Account Information' is written. There are two input fields: 'Username' and 'Password'. A green 'OK' button is at the bottom right.

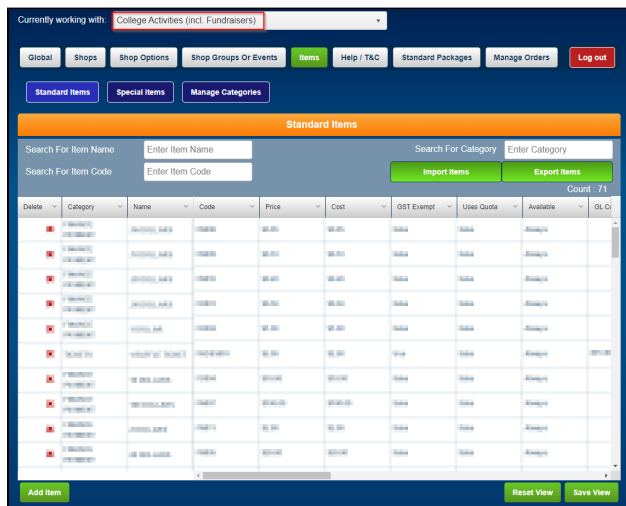
Step 2:

Login using your credentials

Username: surnameinitialfirstname

Password = the password you would usually use to login

Step 3: Ensure the currently working with section reflects the store you are working in (i.e. uniform shop, IT, College Activities ect)



The image shows a screenshot of the MyMonitor Admin Dashboard. At the top, there's a dropdown menu for 'Currently working with' set to 'College Activities (incl. Fundraisers)'. Below this are several tabs: 'Global', 'Shops', 'Shop Options', 'Shop Groups Or Events', 'Items' (highlighted), 'Help / T&C', 'Standard Packages', 'Manage Orders', and 'Log out'. Under the 'Items' tab, there are sub-tabs: 'Standard Items', 'Special Items', and 'Manage Categories'. The main area is titled 'Standard Items' and contains search filters for 'Item Name' and 'Item Code', and buttons for 'Import Items' and 'Export Items'. Below the filters is a table with columns: 'Delete', 'Category', 'Name', 'Code', 'Price', 'Cost', 'GST Exempt', 'Uses Quota', 'Available', and 'QLD'. The table lists various items with their respective details. At the bottom, there are buttons for 'Add Item', 'Reset View', and 'Save View'.

Step 4: Select Items

Step 5: Select Add item

Step 6: Fill in the following details and select Ok

The item will then be added to the MyMonitor store.