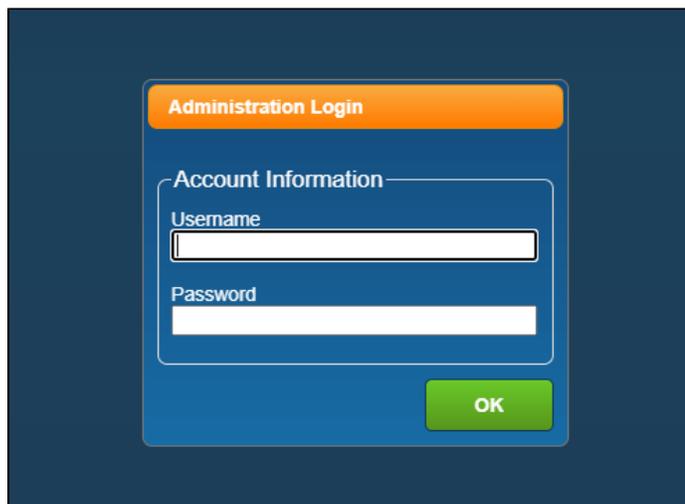


# Adding Items to MyMonitor store

## 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 an orange header bar that says 'Administration Login'. Below the header is a white box labeled 'Account Information' containing two input fields: 'Username' and 'Password'. A green 'OK' button is located at the bottom right of the form.

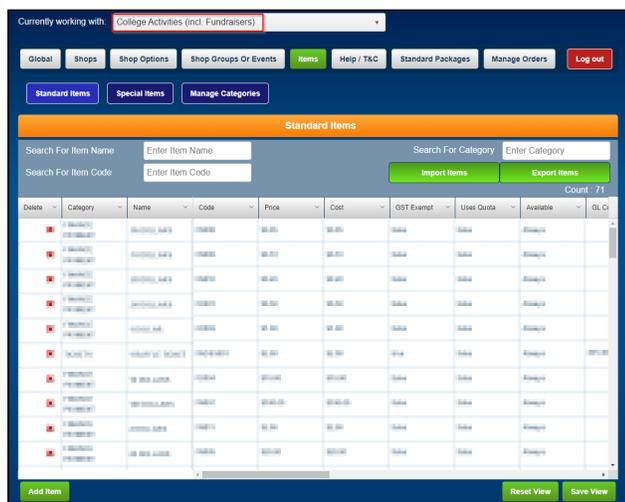
Step 2:

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 is a dropdown menu labeled 'Currently working with' set to 'College Activities (incl. Fundraisers)'. Below this are several navigation buttons: 'Global', 'Shops', 'Shop Options', 'Shop Groups Or Events', 'Items', 'Help / T&C', 'Standard Packages', 'Manage Orders', and 'Log out'. There are also buttons for 'Standard Items', 'Special Items', and 'Manage Categories'. The main section is titled 'Standard Items' and contains search fields for 'Item Name', 'Item Code', 'Category', and 'Code'. There are 'Import Items' and 'Export Items' buttons. Below the search fields is a table with columns: 'Delete', 'Category', 'Name', 'Code', 'Price', 'Cost', 'GST Enorm', 'User Quota', 'Available', and 'GL C'. The table contains several rows of item data. At the bottom, there are 'Add Item', 'Reset View', and 'Save View' buttons.

Step 4: Select Items

Currently working with: College Activities (incl. Fundraisers)

Global Shops Shop Options Shop Groups Or Events **Items** Help / T&C Standard Packages Manage Orders Log out

Standard Items Special Items Manage Categories

**Standard Items**

Search For Item Name: Enter Item Name Search For Category: Enter Category  
 Search For Item Code: Enter Item Code Import Items Export Items

Count: 71

Details	Category	Name	Code	Price	Cost	GST Exempt	Uses Quota	Available	GLC
<input type="checkbox"/>	STAFF	STAFF	STAFF	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	99-DAY PIZZA	99-DAY PIZZA	99-DAY PIZZA	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	FINANCE DEPARTMENT	FINANCE DEPARTMENT	FINANCE DEPARTMENT	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	STAFF SQUAD	STAFF SQUAD	STAFF SQUAD	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	COLLEGE ACTIVITIES (INCL. FUNDRAISERS)	COLLEGE ACTIVITIES (INCL. FUNDRAISERS)	COLLEGE ACTIVITIES (INCL. FUNDRAISERS)	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	STAFF PURCHASES	STAFF PURCHASES	STAFF PURCHASES	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	IT ITEMS	IT ITEMS	IT ITEMS	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	STOCKED ITEM	STOCKED ITEM	STOCKED ITEM	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	NO STOCK OPTION	NO STOCK OPTION	NO STOCK OPTION	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	

Add Item Reset View Save View

Step 5: Select Add item

Currently working with: College Activities (incl. Fundraisers)

Global Shops Shop Options Shop Groups Or Events **Items** Help / T&C Standard Packages Manage Orders Log out

Standard Items Special Items Manage Categories

**Standard Items**

Search For Item Name: Enter Item Name Search For Category: Enter Category  
 Search For Item Code: Enter Item Code Import Items Export Items

Count: 71

Details	Category	Name	Code	Price	Cost	GST Exempt	Uses Quota	Available	GLC
<input type="checkbox"/>	STAFF	STAFF	STAFF	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	99-DAY PIZZA	99-DAY PIZZA	99-DAY PIZZA	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	FINANCE DEPARTMENT	FINANCE DEPARTMENT	FINANCE DEPARTMENT	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	STAFF SQUAD	STAFF SQUAD	STAFF SQUAD	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	COLLEGE ACTIVITIES (INCL. FUNDRAISERS)	COLLEGE ACTIVITIES (INCL. FUNDRAISERS)	COLLEGE ACTIVITIES (INCL. FUNDRAISERS)	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	STAFF PURCHASES	STAFF PURCHASES	STAFF PURCHASES	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	IT ITEMS	IT ITEMS	IT ITEMS	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	STOCKED ITEM	STOCKED ITEM	STOCKED ITEM	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	
<input type="checkbox"/>	NO STOCK OPTION	NO STOCK OPTION	NO STOCK OPTION	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Always	

**Add Item** Reset View Save View

Step 6: Fill in the following details and select Ok

**Add Item**

Code:

Name:

Category:

Price:

Cost:

Available:

Configure Sale Period And Reports  
 GL Code & Name:

Add to Special Item:

GST Exempt  
 Uses Quota

Stocked Item  
 No Stock Option:

**Make available in these shops and shop groups / events**

College Activities (incl. Fundraisers)

STAFF  Staff Squad  
 99-DAY PIZZA  Damien Fundraising  
 Finance Department

IT  IT ITEMS  Staff Purchases

This is a food item

Image:

OK Cancel

The item will then be added to the MyMonitor store.