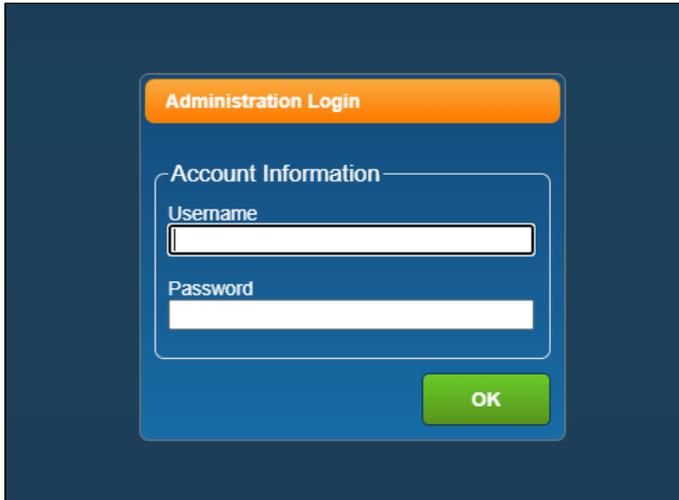


# Edit purchase period

## 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 login form titled "Administration Login" on a dark blue background. The form is contained within a white-bordered box. It has a section for "Account Information" with two input fields: "Username" and "Password". Below the input fields is a green "OK" button.

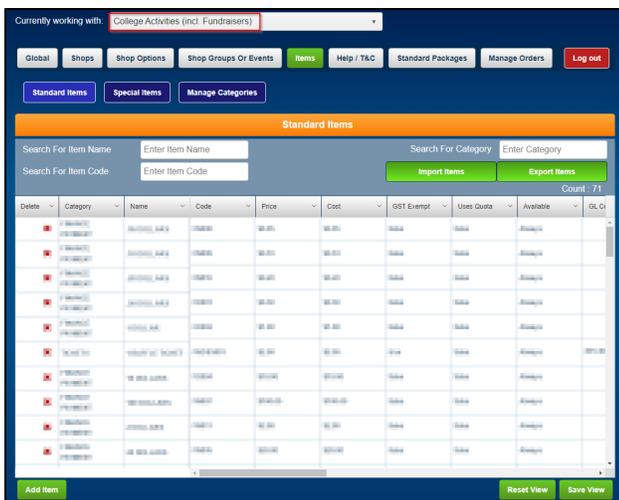
Step 2:

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 the MyMonitor Admin Interface. At the top, there is a dropdown menu for "Currently working with:" set to "College Activities (incl. Fundraisers)". Below this are several navigation tabs: "Global", "Shops", "Shop Options", "Shop Groups Or Events", "Items", "Help / T&C", "Standard Packages", "Manage Orders", and "Log out". Under the "Items" tab, there are sub-tabs for "Standard Items", "Special Items", and "Manage Categories". The main content area is titled "Standard Items" and contains search fields for "Item Name", "Item Code", and "Category". There are also "Import Items" and "Export Items" buttons. Below the search fields is a table with columns: "Delete", "Category", "Name", "Code", "Price", "Cost", "GST Exempt", "Uses Quota", "Available", and "GL G". The table contains several rows of data. At the bottom of the interface, there are buttons for "Add Item", "Reset View", and "Save View".

Step 4: Select Search and Select the Available section of the item

Standard Items										
Search For Item Name			SENIOR JERSEY x			Search For Category			Enter Category	
Search For Item Code			Enter Item Code			Import Items		Export Items		
Count : 2										
Delete	Category	Name	Code	Price	Cost	GST Exempt	Uses Quota	Available	GL Cl	
x	MISCELLANEOUS	SENIOR JERSEY	SJ2022	\$77.00	\$77.00	false	false	Always		4310
x	MISCELLANEOUS	SENIOR JERSEY 2021	SJ	\$77.00	\$70.00	false	false	Senior Jersey Cut Off Date 2021		0403

Step 5: If the product is on a "calendar" like the senior jersey 2021 in the example above, change it to "Always" and **remember** to set the product as **unavailable** when the **date arrives** to longer have it on the store.

Uses Quota	Available	GL Cl
Use	Always	4310
Use	Every	0403
	Monday	
	Every	
	Tuesday	
	Every	
	Wednesday	
	Every	
	Thursday	

The item should now be available for purchase in the web store. **Note, as mentioned above, If the item is for a limited time only, remember to disable the item once the new date arrives.**

If you wish to have an item created that will have a limited purchase period, Please contact IT services to have a Calendar created.