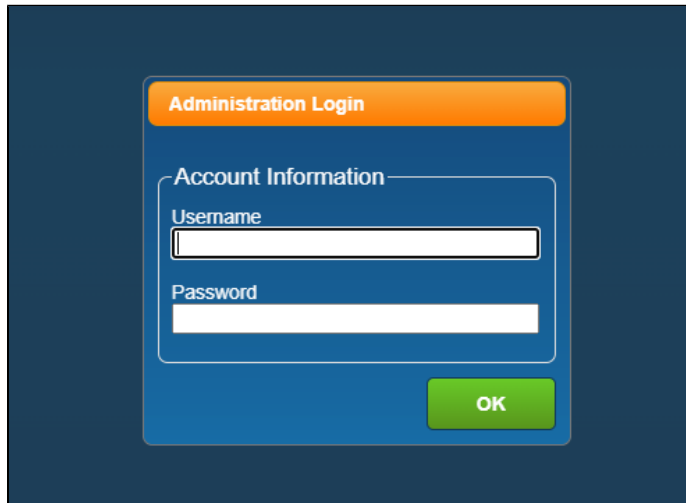


# Edit purchase period

## 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 screenshot of the 'Administration Login' form. It has a dark blue background. At the top, there is an orange header bar with the text 'Administration Login'. Below this, there is a white box with a blue border containing the 'Account Information' section. Inside this box, there are two input fields: 'Username' and 'Password'. Below the input fields, there is a green button with the text 'OK'.

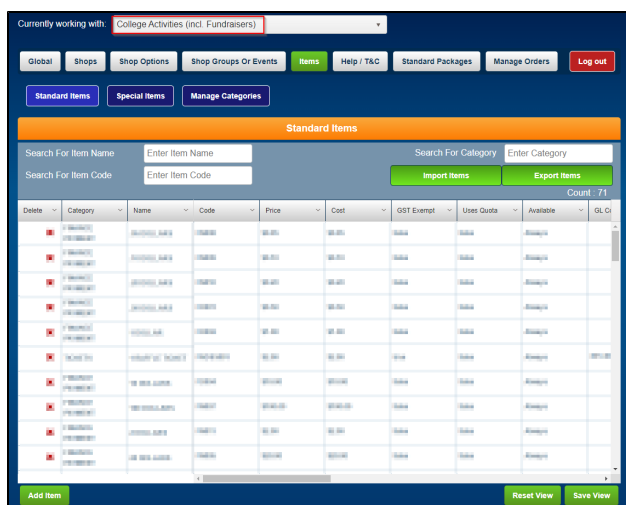
Step 2:

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 'Standard Items' management interface. At the top, there is a dropdown menu labeled 'Currently working with:' with 'College Activities (incl. Fundraisers)' selected. Below this, there is a navigation bar with buttons for 'Global', 'Shops', 'Shop Options', 'Shop Groups Or Events', 'Items', 'Help / T&C', 'Standard Packages', 'Manage Orders', and 'Log out'. Below the navigation bar, there are three tabs: 'Standard Items', 'Special Items', and 'Manage Categories'. The 'Standard Items' tab is active. Below the tabs, there is a search section with 'Search For Item Name' and 'Search For Item Code' input fields, and 'Search For Category' and 'Enter Category' input fields. There are also 'Import Items' and 'Export Items' buttons. Below the search section, there is a table with columns: 'Delete', 'Category', 'Name', 'Code', 'Price', 'Cost', 'GST Exempt', 'User Quota', 'Available', and 'GL G'. The table contains several rows of data. At the bottom of the table, there are 'Add Item', 'Reset View', and 'Save View' buttons.

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

Standard Items

Search For Item Name

SENIOR JERSEY

x

Search For Item Code

Enter Item Code

Search For Category

Enter Category

Import Items

Export Items

Count : 2

Delete	Category	Name	Code	Price	Cost	GST Exempt	Uses Quota	Available	GL Cr
✖	MISCELLANEOUS	SENIOR JERSEY	SJ2022	\$77.00	\$77.00	false	false	Always	4310
✖	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 Cr
Use	4310	
Use	0403	

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.