

## PRODUCT ADMINISTRATION

Select the **Products** link under the **Products/Online Catalog** drop down menu to access the Product Administration section. A sample page is shown in Figure 3-1.

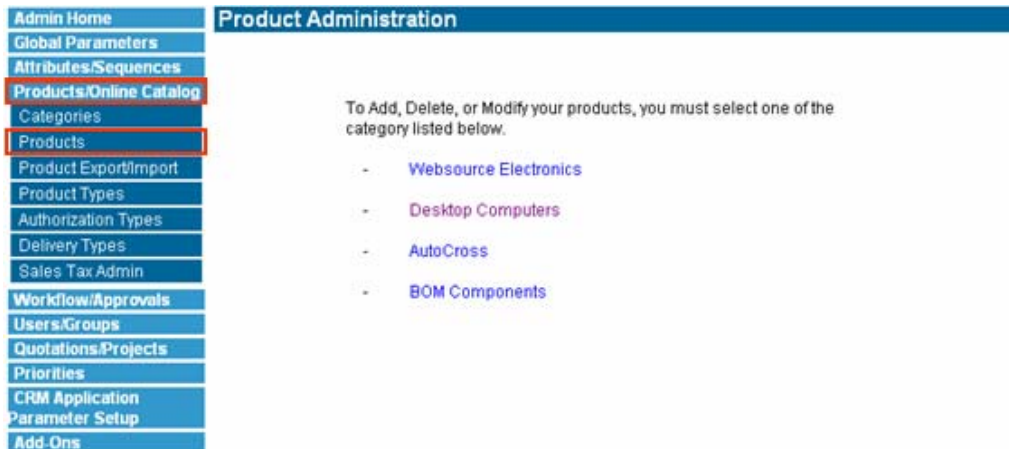


Figure 3-1 Product Administration

To Add, Delete, or Modify product(s), select the category which contains that product by clicking on it. This will bring up the products page of the category as shown in Figure 3-2.

Products can now be added or modified. If there are any sub-categories they will also be shown on this page. Selecting a sub-category will display the list of products in that sub-category.

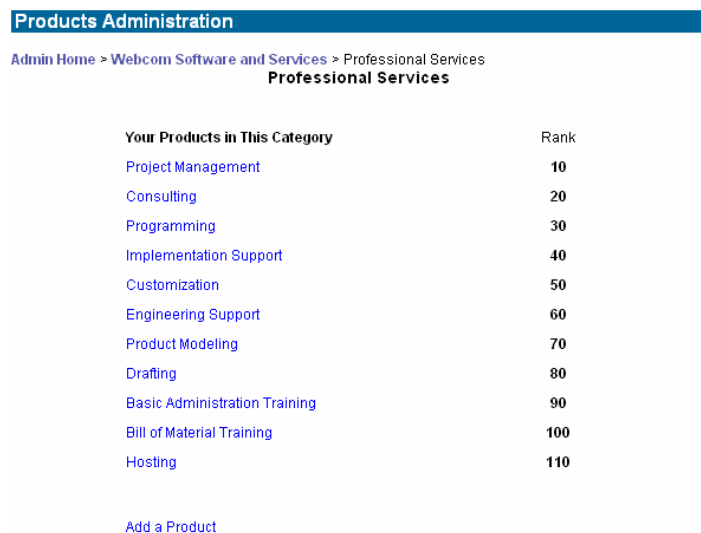


Figure 3-2 Product Administration

Selecting an existing product or **Add Product** opens the **Product Definition** page where specific product details are added. Refer to the Chapter **PRODUCT DEFINITION** for further information on editing product information.



Figure 3-3 Products

Figure 3-3 shows what the user might see based on the how the administrator has modeled the products.