## Collection Manager:

Use to create a collection of components that are displayed either in the Header, Footer, Side Bar, or Main Content (Body) section of a page. You may think of components as "gadgets" or "widgets".

Components are pre-defined objects for creating specific types of "widgets" such as a currency selector, product promotion, or MP3 player. Once a collection has been created it may be applied to one or more pages.
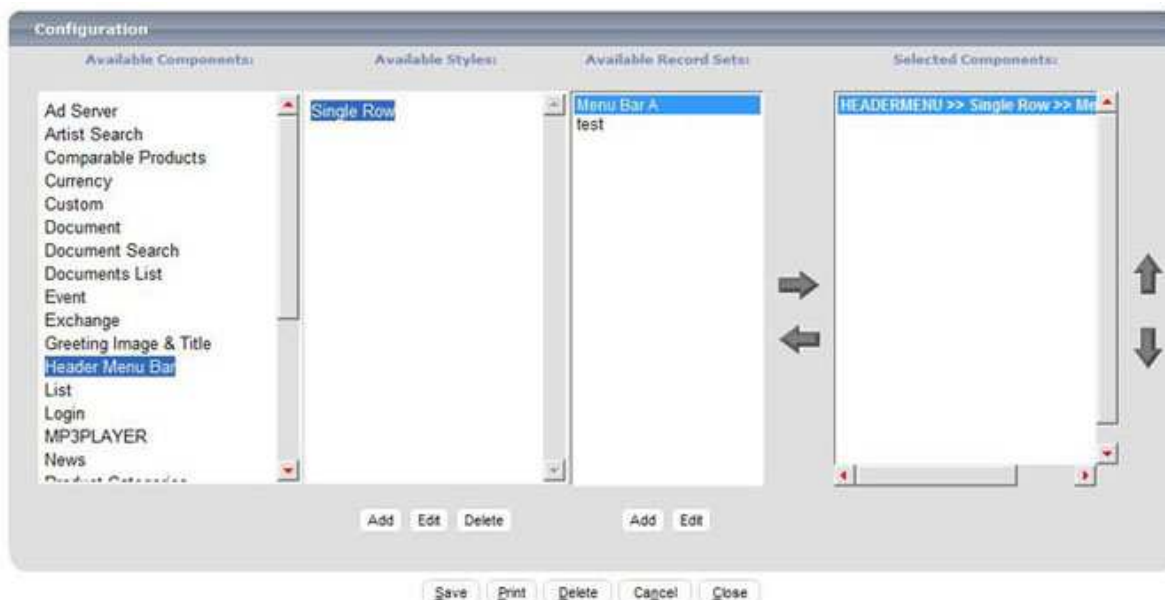
Each collection is page section specific. Thus a Side Bar collection can only be used in a Side Bar; a Main Content collection can only be used in a Main Content section; and so forth. The Collection Manager page heading always includes the section type, e.g. "Side Bar Collection Manager", "Main Content Collection Manager", and so forth.

**Collection Details section:**

- **Name:** use to enter a name for the collection. The name will be used to identify the collection in Page Manager.

- **Page Style:** use to view Components Styles for a different Page Styles (templates). By default it lists the selected Page Style. In most cases you do not want to change this because Component Styles are part of a Page Style's matched set which assures that the Component Styles will fit the Page Style. This option is provided so advanced users and web developers can view and copy Component Styles from other Page Styles (templates) in order to create new ones for the selected Page Style (template).

- **Clone** - use this option to create a copy of the collection. E.g. you may want to copy a collection and modify it to create a new collection for use during a holiday season. You may create as many collections as you want.

Configuration section:

In the configuration section select a component from Available Components by clicking on it. Upon selection choices for the component will be listed in Available Styles and Available Record Sets. Select a Style from Available Styles and select a Record Set from Available Record Sets, then click the right arrow key to add your selection to Selected Components.

- **Available Components:** use to select a component. Components are selected one at a time. Click on a component to select it. Once selected, the next step is to select a Style from Available Styles. See the "List of Components" section further down in this chapter for a list of the available components and a brief description of each one.

- **Available Styles:** use to select a Style for the selected component. A Style must be selected before you can continue. Some components may not have a style defined for the Page Style (template) that you have selected. In such case, a custom style can be created. Creating custom styles is an advanced topic that requires HTML programming skills.

- **Available Record Set:** use to select a Record Set (data) for the selected component. When the word "Automated" is displayed, it means the system will automatically select the record set based on criteria that is built into the system. If "Automated" is not displayed, it means you must select a Record Set that you have created. Each component that requires you to create a record set offers a tool for creating them. E.g. Menu Builder is used to build record sets for Menu components. See the "List of Components' section further down in this chapter, for a list of components and their associated tools.

- **Selected Components –** displays the components that have been added to the collection. Note that a few of the component names are abbreviated in the Selected Components section to save space. Along with each component name, the selected style and selected record set is displayed.

- ![arrow right] - use to add the combination of a selected component, style, and record set to Selected Components (the collection). Note that you must first select (highlight) a component, style, and record set then click this button to add to the collection.

- ![arrow left] - use to deselect a selected component from the collection. Highlight a selected component then click this button to remove it from the collection.

- ![arrow up] - use to move a selected component up in the order displayed. Highlight a selected component and click this button to move it up. Headers and Footers typically use fixed positioning for components, thus the order of the components in the Selected Components will not change the actual order displayed in the Header or Footer. Also note that each component type should only be used once. There is one exception, Menu components. Some Headers and Footers contain more than one menu (or menu bar). Thus you will need to add a menu component for each menu. The order of the menu components will determine which location the menu applies to.

- ![arrow down] - use to move a selected component down in the order displayed. Highlight a selected component and click this button to move it down.

- **Add** (located underneath Available Styles column) - use this option to add a new Style for the selected Component. In Available Components highlight the Component type that you want to add a new style for and click the Add New button. Style Manager will open in add new mode. See the "Utilities" chapter of the Administration Manual for instructions how to use Style Manager.

- **Edit** (located underneath Available Styles column) - use this option to edit the selected Style. In Available Components highlight the Component Style that you want to edit then click the Edit button. Style Manager will open in add new mode. See the "Utilities" chapter of the Administration Manual for instructions how to use Style Manager. Note that you cannot edit the standard styles that are included with PortalProdigy, but you can clone them and edit the clone. The edit option will display the standard style but it won't all you to save it using the Save button; instead click Save As, assign a new name then save. You can now edit the clone.

- **Delete** (located underneath Available Styles column) – use this option to delete the selected Style. In Available Components highlight the Component Style that you want to delete then click the Delete button.

- **Add** (located underneath Available Record Sets column) - use this option to create a new Record Set for the selected Component. In Available Components highlight the component that you want to add a record set to and click the Add button. The applicable

management tool will open in add new mode. Note that not all components support opening of their applicable management tool directly from Collection Manager. In such cases you will need to refer to the Administration Manual for instructions how to access the feature(s) required to add the record sets.

- **Edit** (located underneath Available Record Sets column) - use this option to edit the selected Record Set. In Available Components highlight the component then highlight the record set that you want to edit and click the Edit button. The applicable management tool will open in edit mode. Note that not all components support opening of their applicable management tool directly from Collection Manager. In such cases you will need to refer to the Administration Manual for instructions how to access the feature(s) required to edit the record sets.

Option Buttons:

Save	Saves the collection.
Print	Prints the page to the user's local printer.
Delete	Deletes the collection.
Cancel	Closes the page without saving the collection.
Close	Closes the page and prompts to save the collection.

List of Available Components (aka "Gadgets" or "Widgets"):

- **Ad Server** – advertisements and other types of banners are dynamically displayed based on a schedule that you define. Record Sets are built using Ad Builder.

- **Artist Search** – list box feature to select Artists (or other Vendor types). It takes the user to the Artist's (Vendor's) page within your website. This feature works in conjunction with the Artist/Vendor feature. The Artist/Vendor feature is a specialized feature that allows vendors to register themselves on your website; submit their products for sale; and upon approval makes their products available for purchase in your product catalog. Record Set is automated.

- **Comparable Products** – table comparing your products to competitors' products. Offers same options as Products Mini Browsers. Record Sets are built using Item Management.

- **Currency** – currency selector tool that allows customers to select from a list of available currency types. It automatically converts all pricing on the website to the selected currency. Currencies and Exchange Rates are managed using the Countries Management tool. Record Set is automated.

- **Custom** – custom mini browsers allow you to create your own custom components using HTML. They may include Java Script, Style Sheets (CSS), images, videos, and any other resource supported by HTML. Custom Mini Browsers are added and edited using Style Manager which can be accessed from Collection Manager. Record Set is automated.

Or a picture with an image map with links to different pages:

Or a You Tube Video embedded in your website:

- **Document** – HTML document that can be inserted as a section into other documents. This component is designed specifically for use in Document Collections. Record sets are built using Document Management. Document record-sets are created the same as any other HTML document. The only difference can be used to create reusable sections for documents. Document components are HTML documents.

- **Document Search** – search tool that allows users to search the document library. It matches the word or phrase entered with document keywords and displays the matches on a result set page. Record Set is automated.

- **Documents List** – list of document titles as links to view the documents. Documents are created using Document Management and specified for inclusion in the Document List by setting the option Include Link on Home Page to "Yes". This option is located in the Document Mini Browser section in Document Management. Record Set is automated.

- **Event** – lists the five most current events. Each event title is a link to open the Event Detail page. It also includes a link to view all events. Events are created using Event Management. Record Set is automated.

- **Exchange** – search tool that allows users to search an Exchange such as "Jobs", "Classified Ads", etc. Exchanges are created using Exchange Management. Record Set is automated.
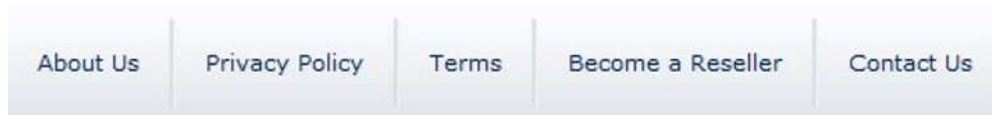

- **Footer Menu Bar** – displays a menu as a bar across the footer. Menus may include both Topics and Items. Topics can be displayed as links or used to display lists of items. Record Sets are created using Menu Builder. Menus can take many forms including simple menu bars, menu bars with drop down menus, etc.

- **Greeting** – greeting message. Provides a quick and easy method of placing content on your home page. The greeting is created in Home Page Manager. Record Set is automated.

- **Greeting Image & Title** – greeting message with picture and picture title. Provides a quick and easy method of placing content on your home page. The greeting, image, and title are created in Home Page Manager. Record Set is automated.

- **Header Menu Bar** – displays a menu as a bar across the header. Menus may include both Topics and Items. Topics can be displayed as links or used to display lists of items. Record Sets are created using Menu Builder. Menus can take many forms including simple menu bars, menu bars with drop down menus, etc.

- **List** – displays a list of topics and items as links (formerly named Structured Mini Browser). Lists may include descriptive text and picture for each item. Record Sets are created using List Builder.

- **Login** – login form with login email and password input fields. Also includes option to retrieve password. When user is logged in, it displays a welcome message with the user's name. Record Set is automated.

- **Menu** – displays a menu. Menus may include both Topics and Items. Topics can be displayed as links or just used as headings for categorization of items. Record Sets are created using Menu Builder.

- **MP3 PLAYER** – MP3 Player that plays a pre-defined playlist or it can be configured to allow users to create their own playlists and for vendors to create playlists to play on their Artist/Vendor page. Record sets (predefined playlists) are created using Play List Builder.
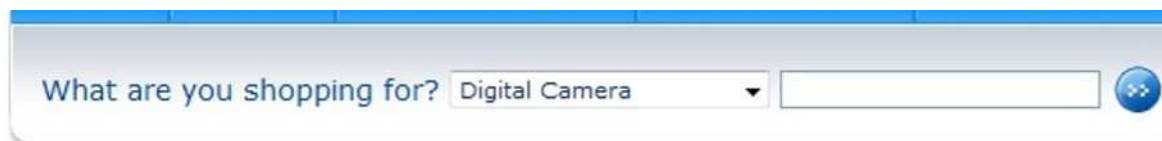

- **News** – lists the five most current news articles. Each news article title is a link to open the News article page. It also includes a link to view all news articles. Articles are created using News Management. Record Set is automated.

- **Product Categories** – displays your product catalog categories as an expandable tree structure. When the user clicks on a category it retrieves the page, displaying it in the body (main content) section. If the selected category contains sub-categories it expands the node in the component to display them. Users navigate your product catalog expanding and collapsing the nodes in the component. Record Set is automated.

Shop By Category

Accessories

Clearance

Digital Camcorders

Digital Cameras ⌄

   Canon »

   Kodak

   Nikon

   Olympus

   Panasonic

Hot Deals

- **Product Search** – search tool that allows customers to search for products. It provides a list box of Product Detail Categories that customer may select to filter the search. Product Detail Categories are defined using an option in Product and Inventory Feature Management. For configuration instructions see the chapter titled "Items/Product Catalog Feature in Detail" in the Administrator Manual. Record Set is automated.

What are you shopping for? Digital Camera

- **Products** – displays products along with options to view additional information and add to cart. Record Sets are created as a two step process. The first step is to go to Product & Inventory Features Management, select Product MB Record Sets and create a record for each set that you intend to use. The second step is to assign items to the Product MB Record Sets using the Include in MB option in Item Management.

- **Quick Jump** – list box menu. Inserts a single list box with choices that are links. Record Sets are created using Menu Builder.

- **Request** – user input form. Request MBs can be used to capture data and register new users. Record Sets are created using Request Type Management.

- **Search By Data Type** – specialized search tool for searching predefined data types. User's select a data type from a list box, enter a word or phrase to search for, then click a submit button. Record Set is automated. Please contact us for additional information.

- **Shopping Cart** – displays the quantity of items in the customer's cart. It can also be configured to display the total value of the items in the cart. Record Set is automated.

- **Site Search** – search tool that allows users to search for information on your website. You can configure the Site Search to include discussions, documents, events, exchanges, news, and products. Each feature has an Include in Search option in its Features Management page. When enabled, the feature will be included in Site Search. When disabled, the feature will be excluded. Record Set is automated.

▪ **Slide Show** – inserts a slide show for a collection of pictures. It has the option to display each picture's file name without the file name extension below each slide as the slide is displayed. Slide shows are created using Style Manager. From the PortalProdigy website search for "Slide Show MB style" to find the download page to download a sample style. Record Set is automated.

▪ **Sub-Categories Search** – product catalog selector tool that lists sub-categories as links. Record Sets are the categories in first level of your product catalog.

▪ **Survey** – survey form for embedding mini surveys on a page. Record sets are created using Survey Management.

- **Welcome** – displays welcome message to the logged in user. Record Set is automated. Can be configured to include any of the following: salutation, first name, nick name, and last name.

Hi Mr. Brock Miller, welcome to our site!