



The catalog database is setup with custom data fields divided into sections and has catalog administrators and contacts. Add notes about the catalog or its users and create tasks. Add billing data if you will charge an organization for their catalog.

Catalog Administration



Setup

Setup catalog administration by adding custom fields to hold data. Fields can be text, lookup, select, date, numbers or text areas. The database can be displayed in sections to better organize the fields.



Public or Private

Catalogs can be viewed by anyone or can be viewed only by certain member types or groups. If a catalog is private, it can have a privacy message if you attempt to view it or be completely hidden from non-authorized users.



Add and Manage

Site administrators can add new catalogs and manage existing ones. Catalog management includes updating data fields, adding catalog administrators & contacts, adding notes and creating tasks.



Notes and Tasks

Attach a note to the catalog or catalog user record. Create a task and set a reminder date, then send that note to another administrator on the site. Notes are created by the site if data is changed in the record.



Billing

Use the billing section to charge catalog owners for services. Add services and pricing and billing contact information for invoicing.