# 19.07. Online catalogue

The online catalogue is a searchable list of items you stock, driven by data in mSupply. The information can easily be updated and items added to or removed from the catalogue. By giving users access to the online catalogue you can, for example, replace the expensive printing of hard copy catalogues.

## Setup

### 1. Tell mSupply which columns to display in the catalogue

This is done in the mSupply preferences. Choose *File > Preferences...* from the menus and go to the *Web catalogue* tab. For the details of the settings and what they do, see the 16.01. General preferences page for details.

### 2. Tell mSupply which store to run the catalogue from

Choose *File > Preferences...* from the menus, and on the *Web server* tab select the store in the *Default store for web interface* drop down list. If the mSupply web server isn't already running you'll also need to click on the **Start web server** button. More information about these options can be found on the 16.01. General preferences page.

### 3. Tell mSupply which items are to be included in the catalogue

To do this, from the menus choose *Item > Show items...*, click on the **Find** button and double-click on an item you want to appear in the catalogue. This will open up the Item's details window. Click on the *Misc* tab on the left hand side.

The details of the items specific to the online catalogue are set in the *Price list* section. Every item with the **On price list** checkbox checked will be searchable in the online catalogue. For details of the other settings, see the 4.01.03. Items - Misc(ellaneous) tab page.

You need to set these values for all the items you want to appear in the catalogue. As with many repetitive tasks in mSupply, the **OK & Next** and **OK & Previous** buttons at the bottom of the item details window are your friends here.

And that's it. Setup is complete and you are now ready for users to view your catalogue.

## Operation

Once the mSupply web server is running, users access the catalogue using a web browser (Firefox, Chrome etc.). The address to visit is

```
https://example.com/catalogue/
```

where *example.com* is the domain of your web server.

This is what the user will see:



The catalogue can be searched by either item name (or other property that you have set to be searchable) or the categories that items belong to.

## Searching by item name/property

Searching by item name is the default search when the online catalogue first loads in the browser, shown in the screenshot above.

To search by item name, type something in the *Search* field, select the appropriate comparator in the drop down list (set to *Starts with* by default, as shown in the screenshot above) and click on the **Search** button.

If you leave the *Search* field empty, all items in the catalogue will be returned by the search.

If you have set other item properties to be searchable in the 1. Tell mSupply which columns to display in the catalogue setup step (above) then you can click on the *Item name* drop down list and select another searchable property, as shown here:



As you do that, the options in the search comparator drop down list (Showing *Starts with* in the **Operation** section screenshot above) will change to match the type of property you have chosen.

## Searching by category

The category used to search for items in the catalogue is item category 1. This category is hierarchical and has 3 levels. For more details about this category, including setting it up and assigning it to items, see here. Note that in the catalogue, *Top level* corresponds to level 1 of category 1, *Mid level* to level 2 and *Bottom level* to level 3.

We say that Mid level categories are children of the Top level categories and Bottom level categories are children of Mid level categories.

To search by category, click on the **By category** slider in the top right hand corner:



The window will change to show the category search options:



By default the search filters are set to search for all items that have a category. If you click on the **Search all Categories** button, all items that have a category will be returned (and if no items have a category set then no items will be returned!)

If you want to find all items that have no category set you can change the **Bottom level category** drop down list to *None* (this is the only category filter that has a *None* option). The **Search all categories** button will change to **Search bottom category** with a *for items with no category* subtitle to make it clear what will happen:

If you change the drop down list of one of the category levels away from *All*, the child level drop down list will change to contain only categories that are children of the one you selected. Using this, you can refine your category search as much or as little as you wish.

So, if you select a category in the *Top level category* drop down list and click on the **Search top level category** button (the **Search all categories** that is automatically renamed) then all the items that have a category that is a child of that top level category will be returned.

Before you click on the **Search top category** button, if you look at the options in the **Mid level category** drop down list, you will notice that it now contains only categories that are children of the selected top level category. If you select one of those, the **Search top category** button will become **Search mid category** and, if you click on it, all items that have a category that is a child of the selected mid level category will be returned.

Similarly, if, before clicking on the **Search mid category** button, you selected one of the *Bottom level* categories then the **Search mid category** button will become **Search bottom category** and, if you click on it, all items that have the selected bottom level category will be returned.

## The results

Whatever search filter you choose, the search results are shown after you click on the **Search button** like this:

Note that the filter is still available at the top of the window so that you can change the search if you wish.

The columns shown in the search results table are those you selected in the 1. Tell mSupply which columns to display in the catalogue setup step above. They are also displayed with the display names you sent for them.

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