

Add collection

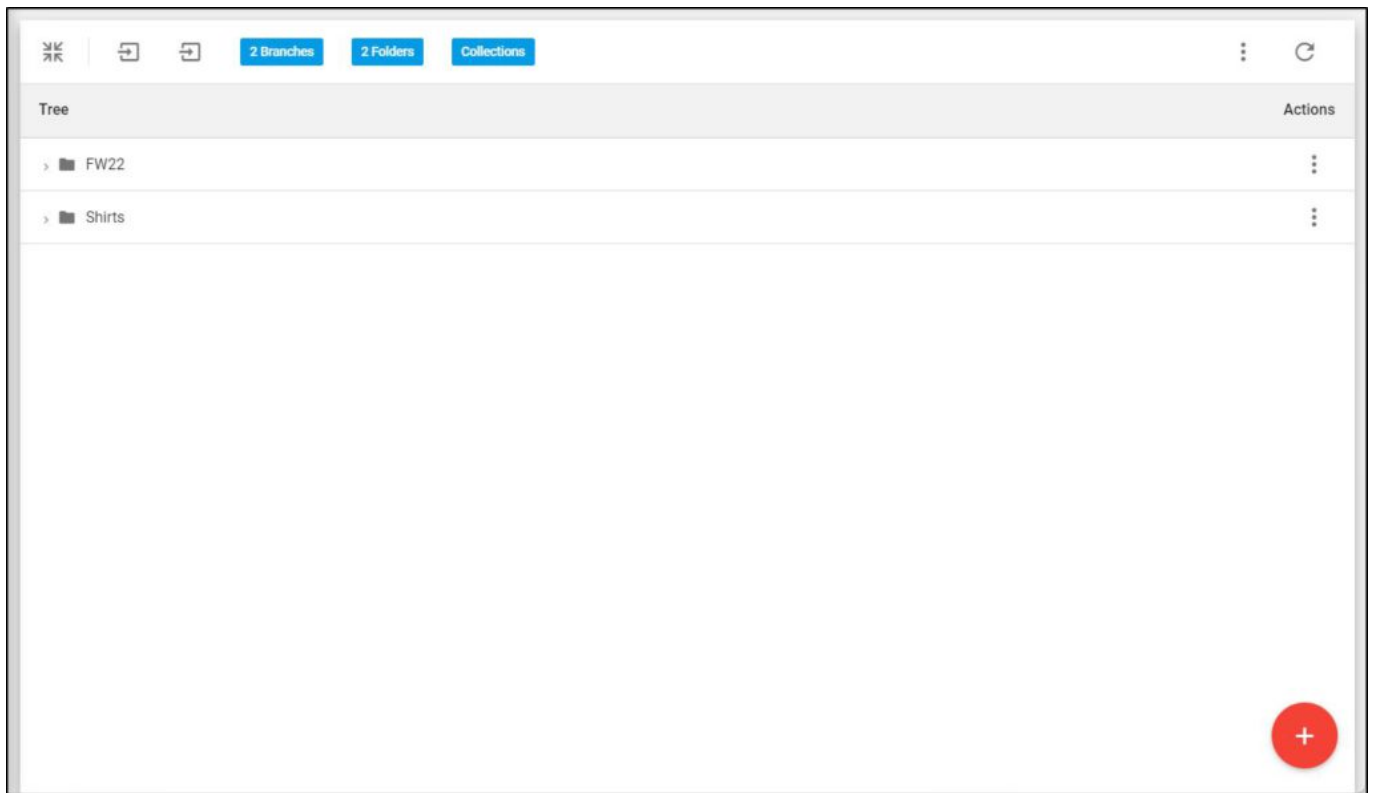
To add a collection go to Tree view and follow these steps:



1. Click , the following window appears:

The screenshot shows a dialog box titled "New Record" with a close button (X) in the top right corner. Below the title bar is a text input field labeled "Name*" with a red underline and the text "Field required" below it. At the bottom of the dialog box, there are three buttons: "CANCEL" (dark grey), "SAVE" (light grey), and "SAVE AND NEW" (light grey).

2. Enter the name of the folder you want to add,
3. Click **Save** to add the folder and close the window or **Save and New** to add it and open a new window. The folder is added to the list as shown below:



4. Select “Add Folder” from the Actions menu next to the folder, if you want to add another folder inside the main one and repeat the above steps,
5. Select “Add Collection” from the Actions menu next to the folder to which you want to add the collection, if the collection type of the catalog is “Article”, the following window appears:

A screenshot of a 'New Record' dialog box. The title bar is blue with the text 'New Record' and a close button (X). The main area is white and contains two input fields. The first field is labeled 'Name *' and has a red underline with the text 'Field required' below it. To the right of this field is a 'Sort Order' field with the value '0'. Below the 'Name' field, there is a character count '0 / 50'. At the bottom of the dialog, there are three buttons: 'CANCEL' (dark grey), 'SAVE' (light grey), and 'SAVE AND NEW' (light grey).

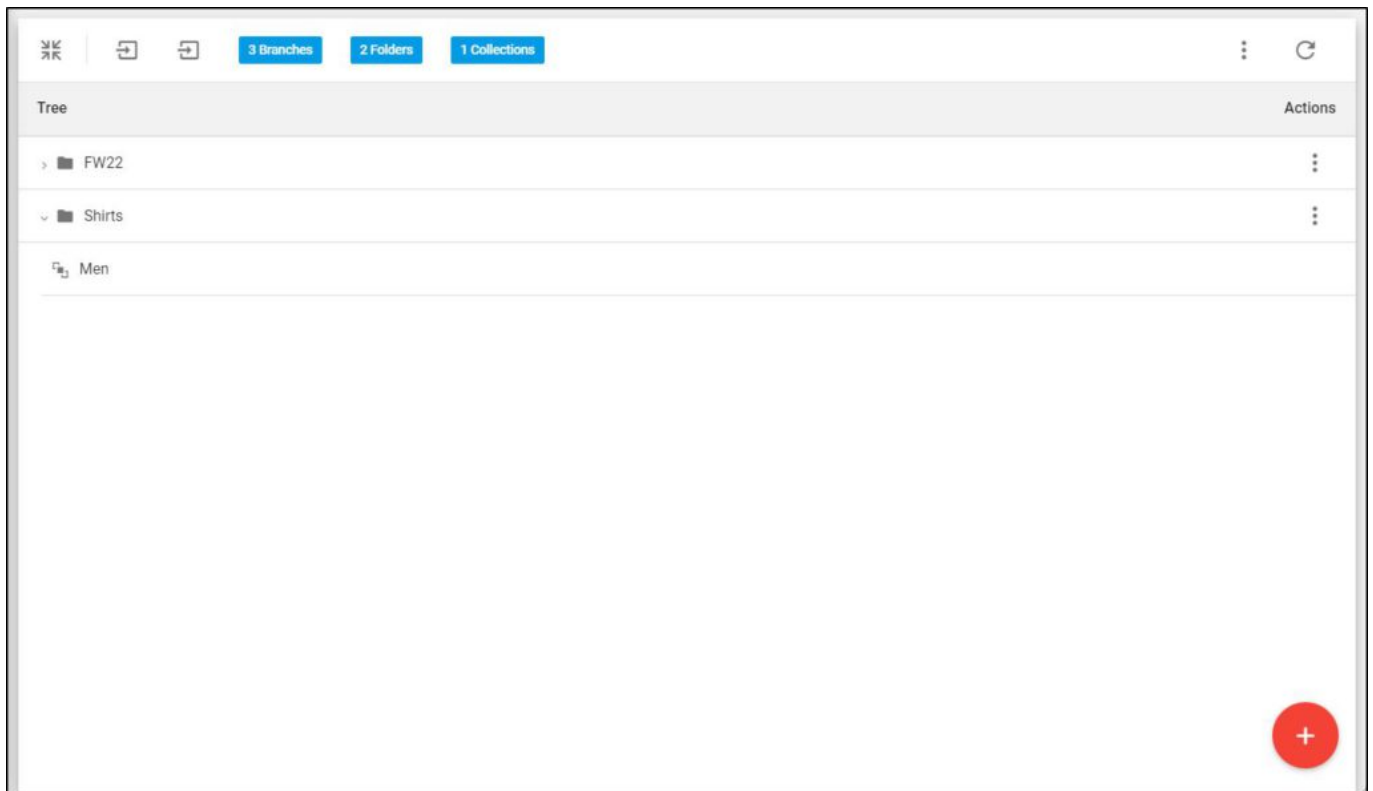
- Enter the name of the collection, and the sort order if you want,

If the collection type is “Criteria”, the window appears as shown in the below example:

The image shows a 'New Record' dialog box with the following fields and controls:

- Name***: A text input field with a character count of 0 / 50.
- Sort Order**: A text input field with the value 0.
- Filter Criteria***: A text input field.
- Cover Picture**: A section containing two toggle switches: **Boxify** (disabled) and **Trim** (disabled).
- A dashed rectangular box is located below the 'Cover Picture' section.
- At the bottom right, there are **CANCEL** and **SAVE** buttons.

- Enter the collection name,
 - Enter the sort order, if you want,
 - Enter the criteria based on which the collection is created, this field accepts json format,
 - Select the cover image if you want and click the slider button next to the option you want, if you want to trim or boxify,
6. Click **Save** to add the collection and close the window or **Save and New** to add it and open a new window. The collection is added to the list as shown below:



7. Repeat the above steps to add more folders and collections.

Note:

- It is allowed for the folder name not to be unique as long as the parent folder name is different.

You can set articles to the collection and set customers to which the collection is available as mentioned next.