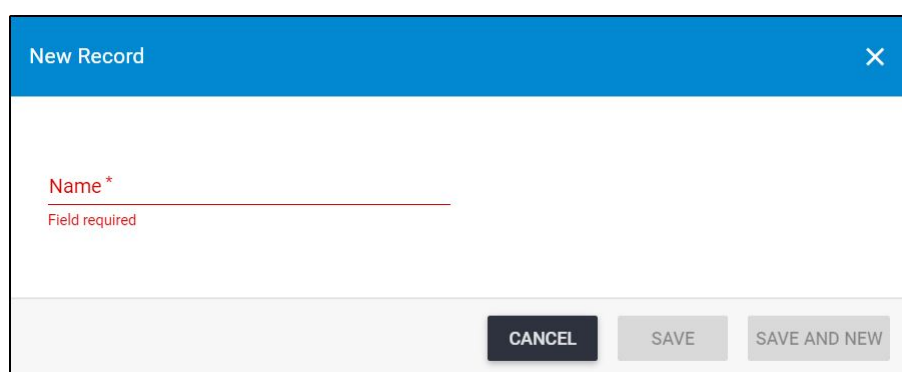


Add collection

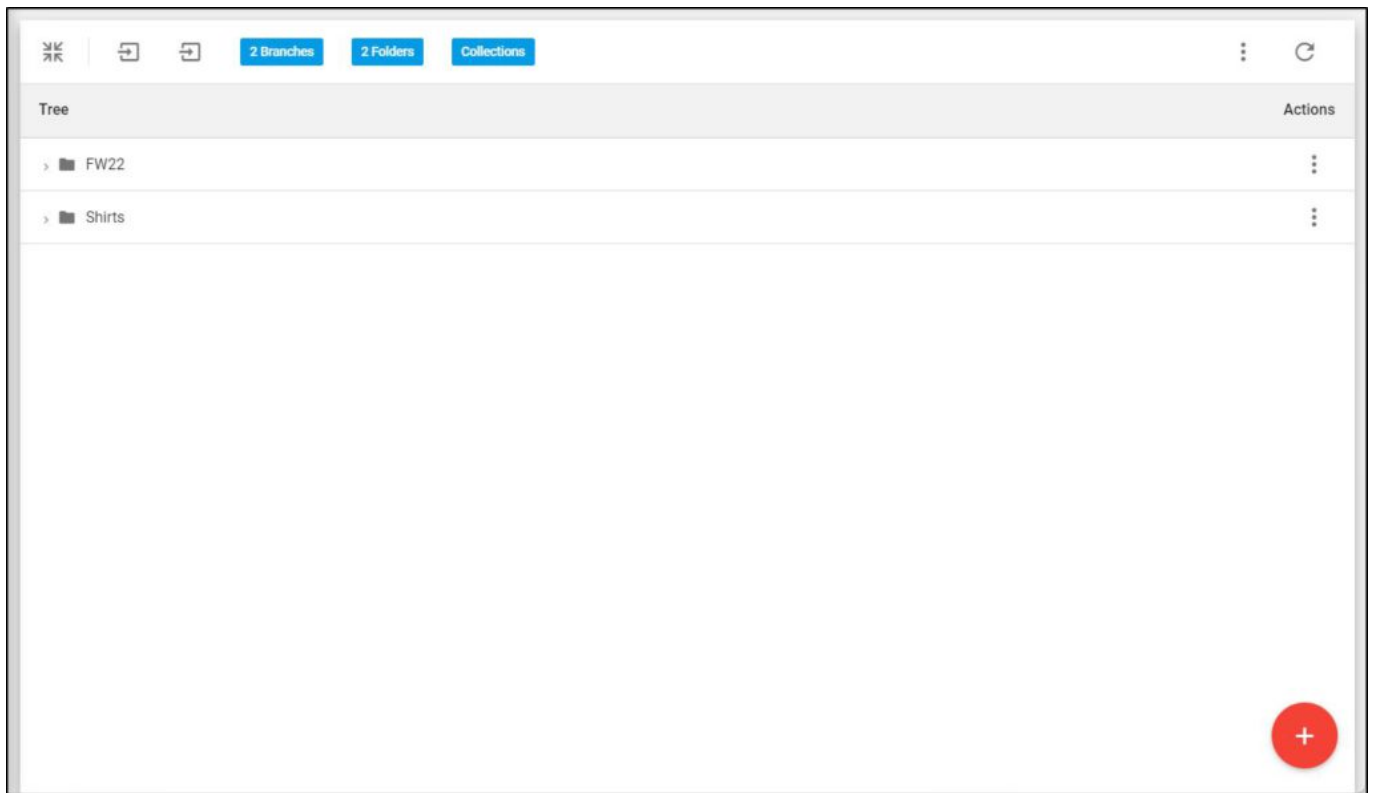
To add a collection go to Tree view and follow these steps:



1. Click , the following window appears:

A screenshot of a 'New Record' dialog box. The dialog has a blue header bar with the text 'New Record' and a close button (X) on the right. Below the header is a text input field with the label 'Name *' and a red underline. Below the input field is the text 'Field required'. At the bottom of the dialog are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND NEW'.

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 dialog has a blue header with the text 'New Record' and a close button (an 'X' in a square). Below the header is a form with two input fields. The first field is labeled 'Name *' and has a red underline. Below it, the text 'Field required' is on the left and '0 / 50' is on the right. The second field is labeled 'Sort Order' and has the value '0' entered. At the bottom of the dialog are three buttons: 'CANCEL' (dark blue), 'SAVE' (light gray), and 'SAVE AND NEW' (light gray).

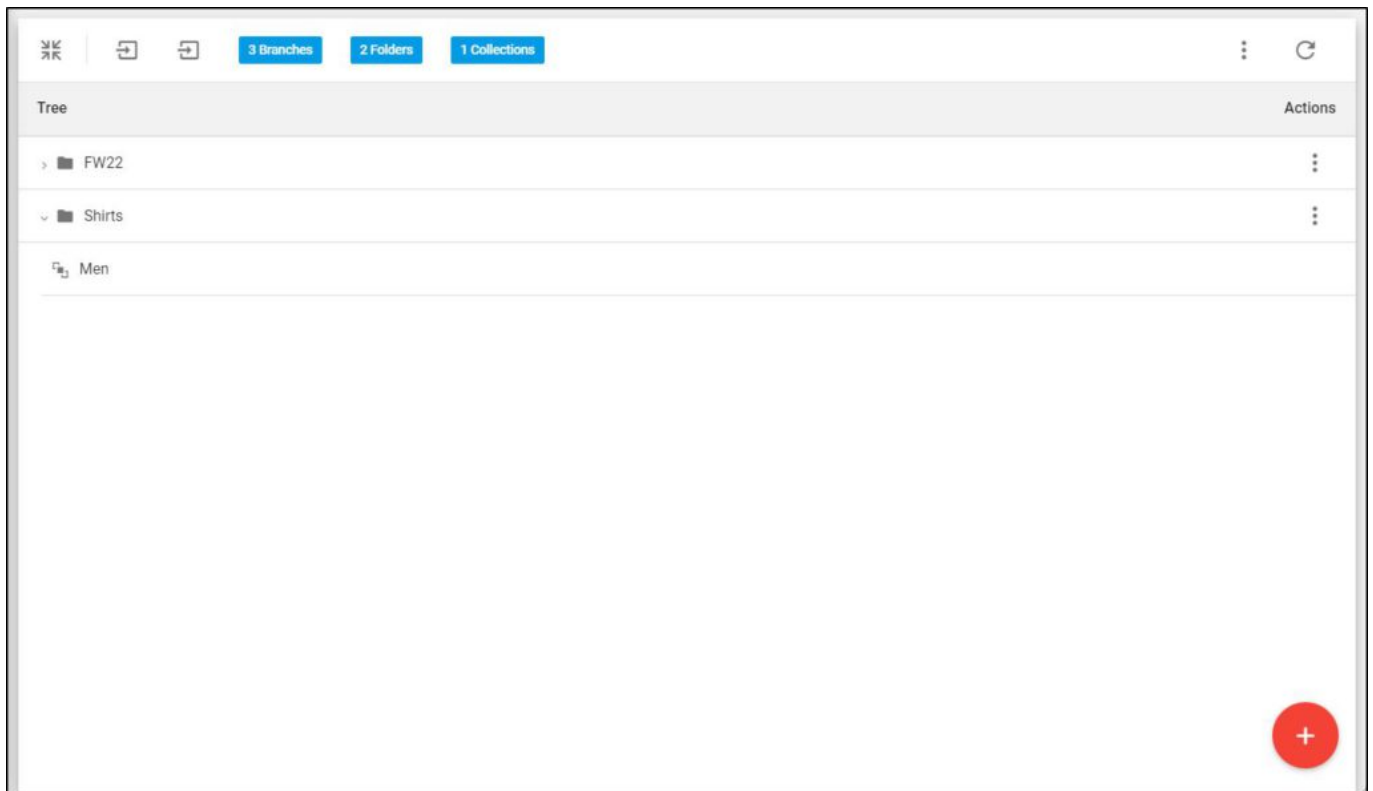
- Enter the name of the collection, and the sort order if you want,

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

The screenshot 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** (currently off) and **Trim** (currently off).
- A dashed rectangular box for selecting a cover image.
- At the bottom right, there are two buttons: **CANCEL** and **SAVE**.

- 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.