Online School Payments:
Organize Activities into Store Categories

This document is the instructions for how to use the new Categories feature. This allows for OSP Activities (items for sale) to be sorted into different categories or sections in the eStore, making it easier for Parents.

If you have any questions or any comments, please contact **Lauren Ziegler** at the Online School Payments support desk either by emailing lziegler@osmsinc.com or by calling 703-378-8299 ext. 209.

-The OSMS Support Desk

Contents

1) Categorize OSP Activities

1. **Login with your user credentials** to the OSP Management Portal website. Select **school location**.

2. Go to the **Activity tab → Activity Setup page**. Take a moment and check that all your items for sale have been **saved and are Active** (currently available for purchase). Items that are **Inactive** (not available for purchase) **cannot be categorized**. Make changes as necessary.

3. Go to the **Activity tab → OSP Category page**
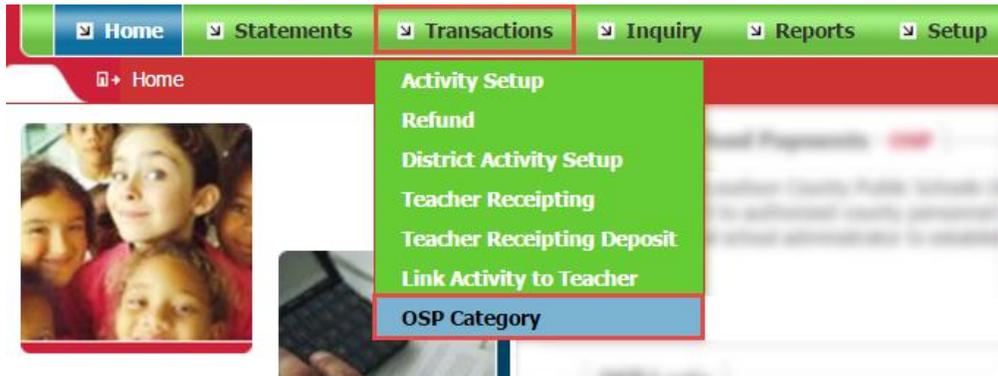
4. This will take you to the OSP Category page. To create a new Category, go to the top right corner and select the **Add New Category button**.
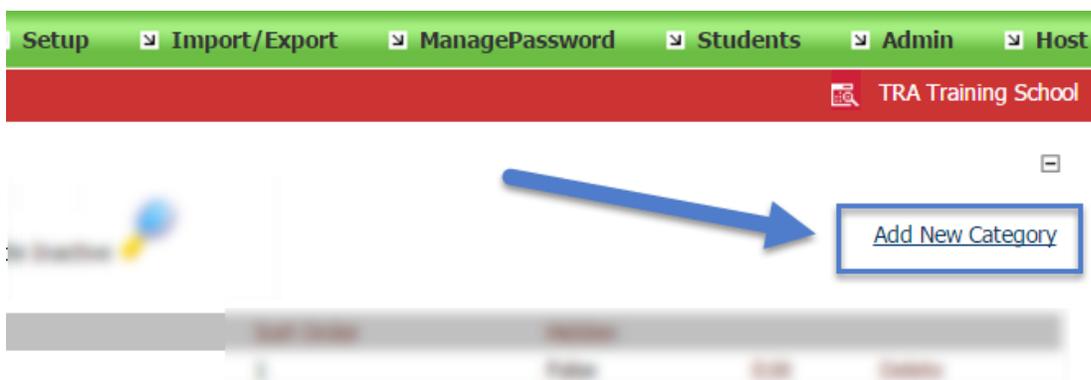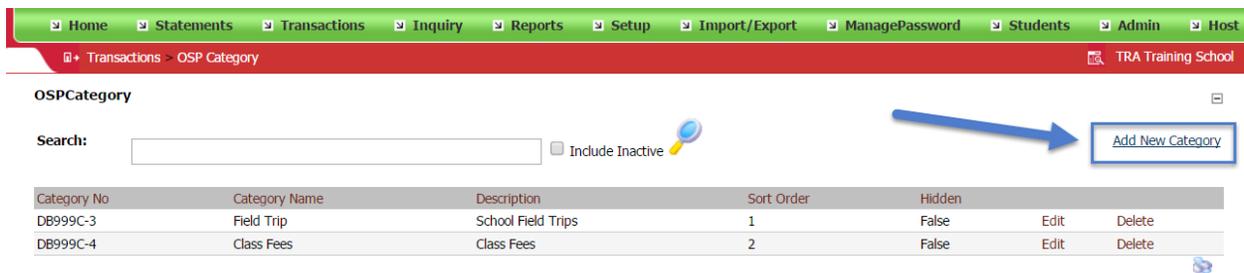
5. The **Add New/Edit Category page** will now open. There are 6x steps on this page that must be completed.

6. In the 1st field called **Category Name**, type in the title of this particular category.


7. In the 2nd field called **Category Description**, type in a description or comment for this category.

8. Below there are 2 columns. The left column is called **Available Activities** that lists the items for sale that can be categorized.
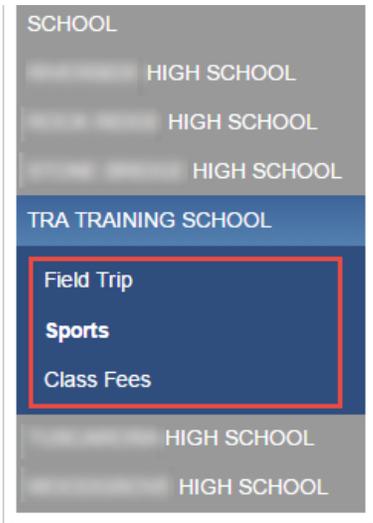
   You can **click** on them and they will **highlight blue**. Select **CTRL** on your keyboard and you can **highlight multiple Activities** at one time. Select the **Insert button** in the middle to add them.
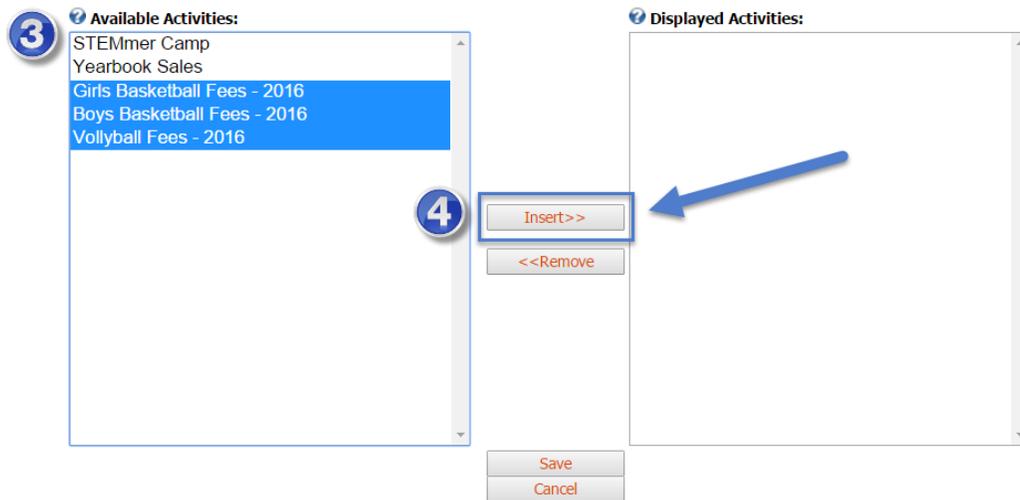
9. The highlighted activities should now appear in the right column called **Displayed Activities**. Finally, select the **Save button** at the bottom.

10. This will now sort your Activities into the category you just created on the Parent Site/eStore. Go to your School District's site to review.
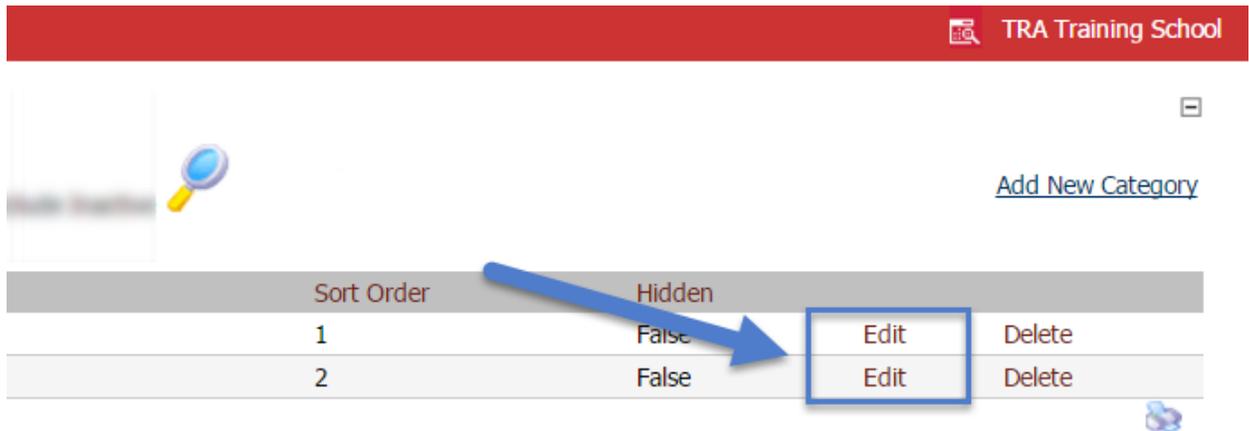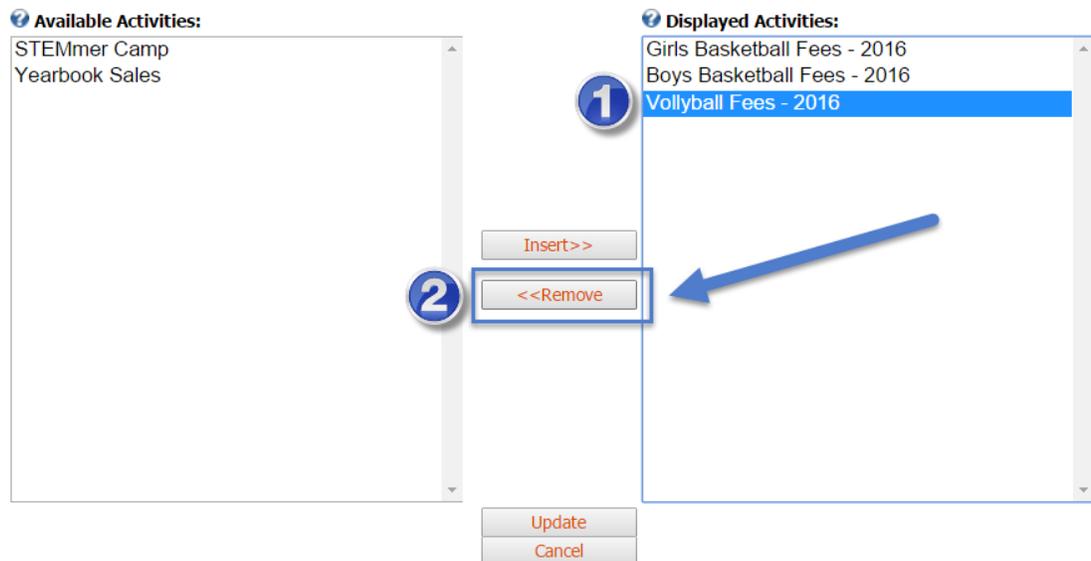
2) Uncategorize OSP Activities

To remove Activities from a Category, go to the **Activity tab → OSP Category page →** select the **Edit button** to open that Category.

Then, scroll down to the **Displayed Activities column**, and then select the **Remove button**. Finally, select the **Save button**.

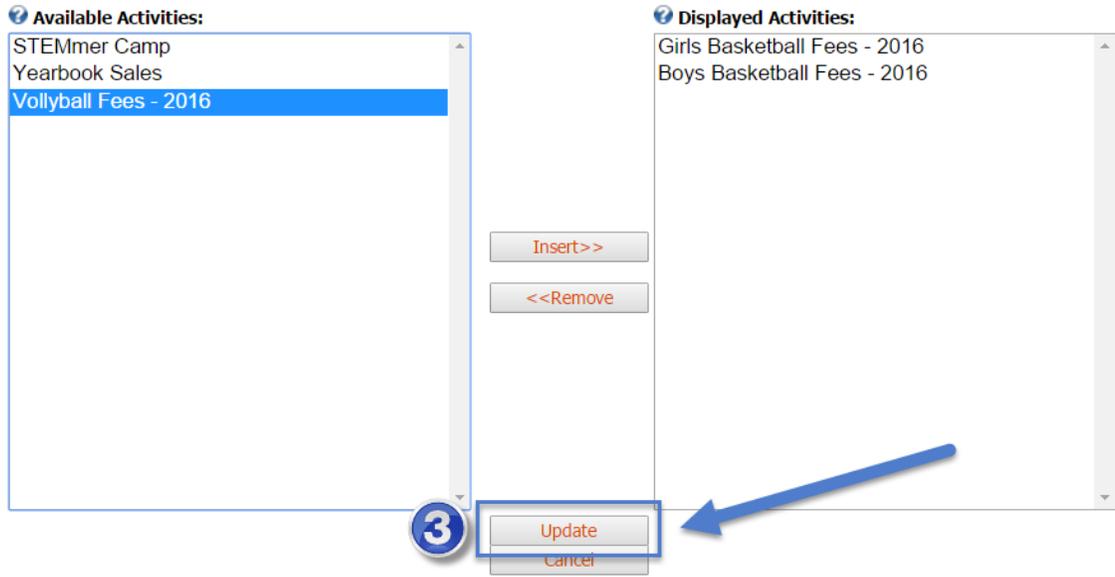Finally, select the **Save button**.

3) Other Notes

- Can't find your Activities? Remember, **only Active items** can be categorized**.** Also, check to see if the Activities were created and saved.

- If you see Activities but not the correct ones, it's possible **they are already categorized**, and therefore cannot be categorized a second time.

  To check, go to the **Activity tab → OSP Category page →** select the **Edit button** by any of the previously saved Categories → **Add New/Edit Category page →** **Displayed Activities section.**