

Tutoriel - Créer une catégorie et classer les items

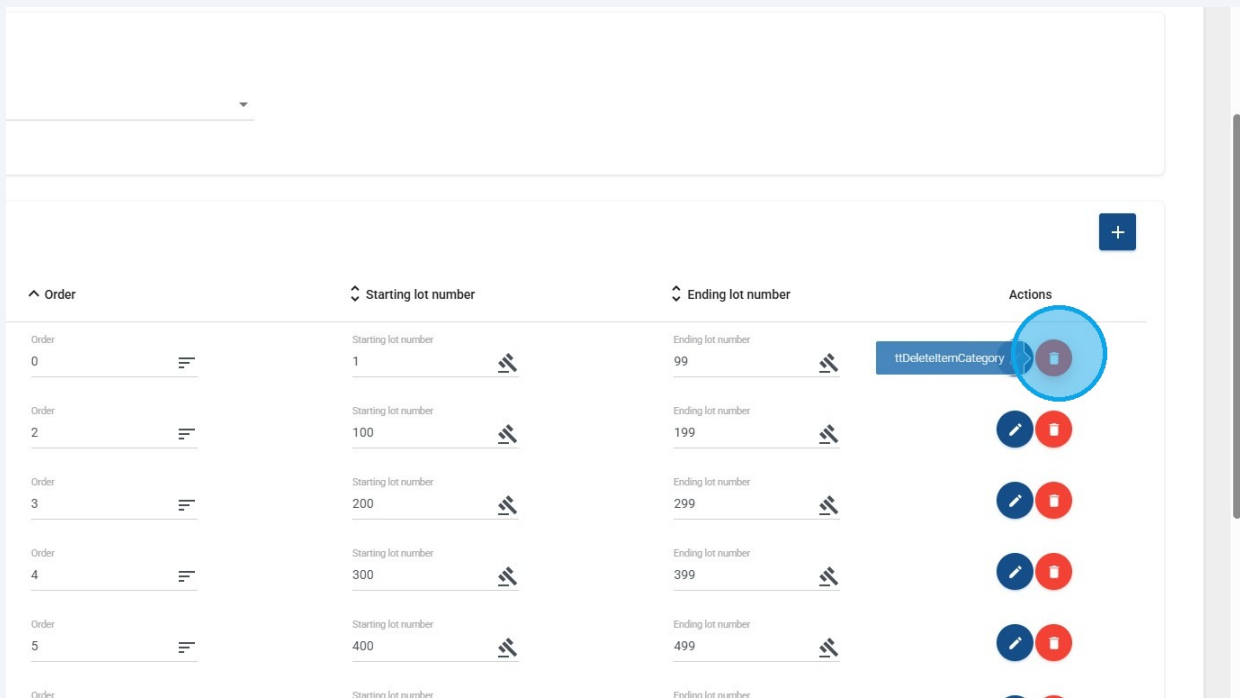


1 Cliquer "CATEGORIES"










The screenshot shows the Admin Encan Signature Pro interface. The 'CATEGORIES' menu item is highlighted with a blue circle. The interface includes a sidebar with navigation options like Home, List of organizations, and JMM Auction. The main content area shows a 'Filter' section and a 'Results' table with columns for Category(ies), Lot No., Hide item, Name, SP item, Type, House Bid, Starting bid, and Minimum bidding.

Category(ies)	Lot No.	Hide item	Name	SP item	Type	House Bid	Starting bid	Minimum bidding
	5000	<input type="checkbox"/>	Guy Lafleur - Signed Jersey	<input type="checkbox"/>	Reg.	\$ 0	\$ 850	\$ 25

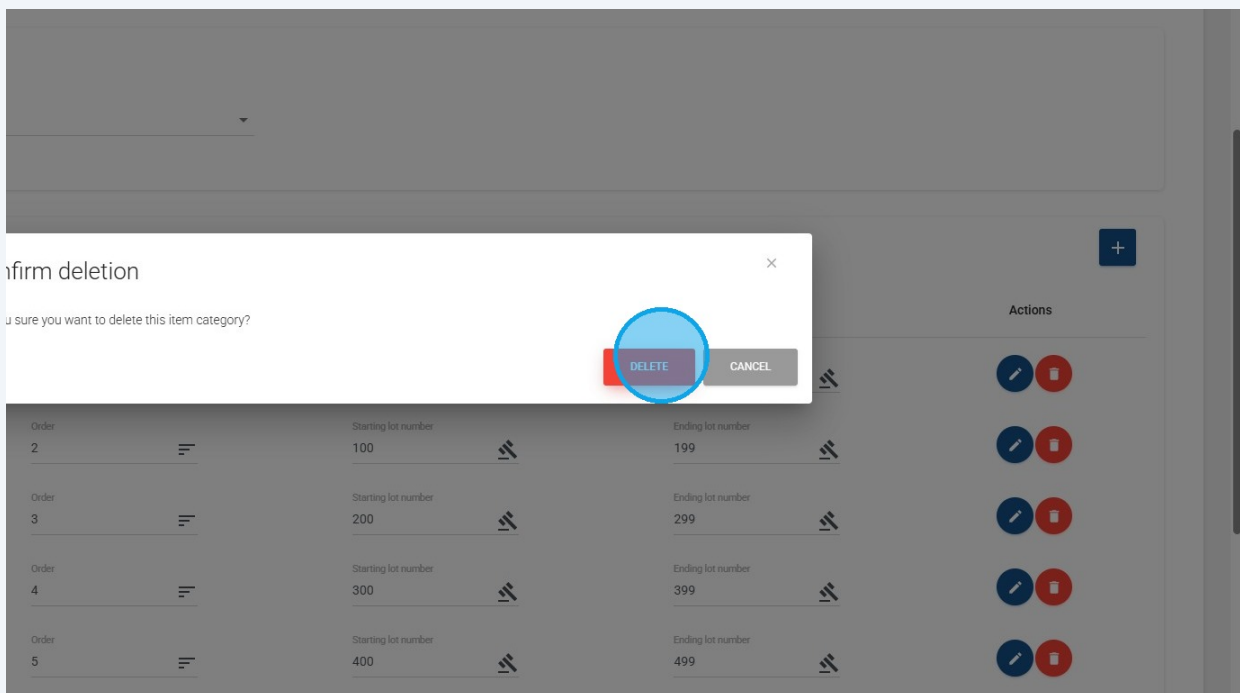
2 Pour supprimer une catégorie, cliquez sur "DeleteCategory"



A screenshot of a web application interface showing a table with columns for 'Order', 'Starting lot number', and 'Ending lot number'. The table contains five rows of data. A blue callout box highlights a red trash icon in the 'Actions' column of the first row, with the text 'DeleteItemCategory' next to it. A blue plus sign is visible in the top right corner of the table area.

Order	Starting lot number	Ending lot number	Actions
0	1	99	
2	100	199	 
3	200	299	 
4	300	399	 
5	400	499	 



3 Cliquer "EFFACER"



A screenshot of the same web application interface, but with a confirmation dialog box overlaid. The dialog box has the title 'Confirm deletion' and the text 'Are you sure you want to delete this item category?'. It contains two buttons: 'DELETE' (highlighted with a blue circle) and 'CANCEL'. The background table is dimmed.

Confirm deletion ×

Are you sure you want to delete this item category?

4 Pour créer une nouvelle catégorie, cliquez sur "Créer une catégorie"

Order	Starting lot number	Ending lot number	Actions
2	100	199	
3	200	299	
4	300	399	
5	400	499	

5 Remplir les champs et cliquez sur "CRÉER"

Category details

Name Français: Divers

Name English: Miscellaneous

Order: 8

Starting lot number: 700

Ending lot number: 799



Champs pour Catégories

Nom Français : Nom de la catégorie en français

Nom English : Nom de la catégorie en anglais

Ordre : Ordre dans laquelle la catégorie apparaîtra dans le menu de gauche

Numéro de début/fin de lot : Plage de numéros à attribuer aux articles de la catégorie

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Pour classer les items, Option 1 : Cliquez "Édition en lot"

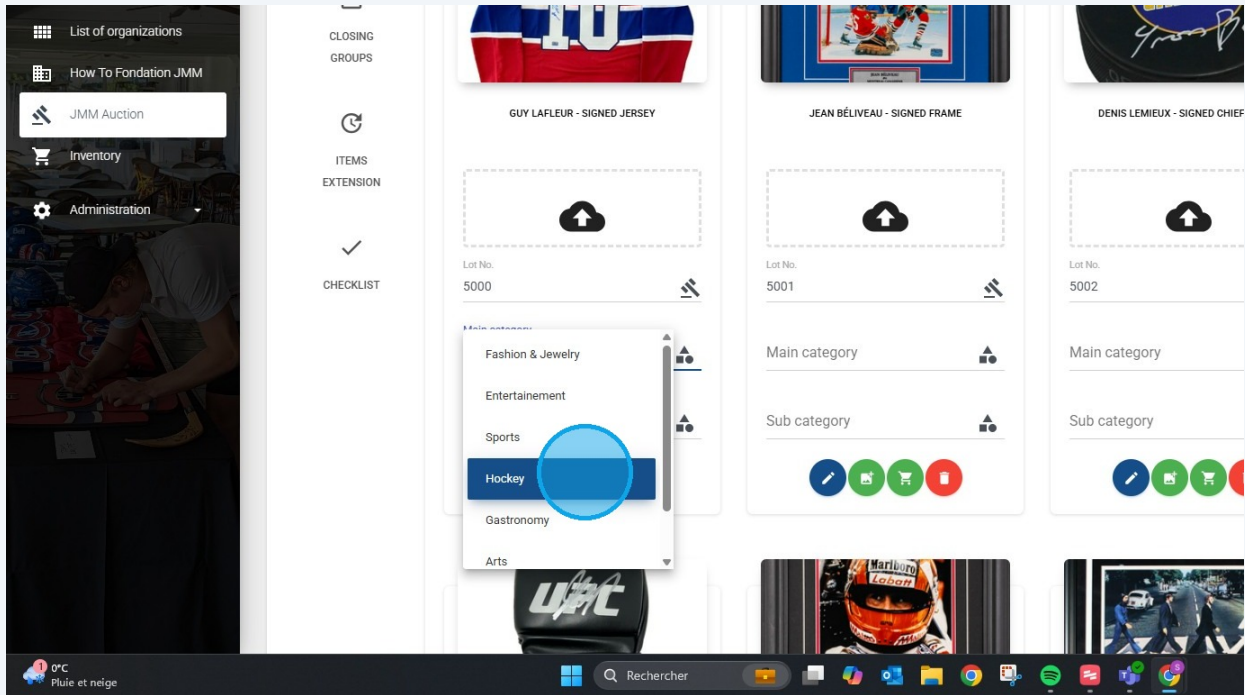
The screenshot displays the 'ITEMS' management interface in Admin Signature Pro. The left sidebar shows the user 'Stephanie Lacelle' and navigation options including 'Home', 'List of organizations', 'How To Fondation JMM', 'JMM Auction', 'Inventory', and 'Administration'. The main content area features a top navigation bar with tabs for 'AUCTION', 'VISUAL', 'CATEGORIES', 'ITEMS', 'MESSAGES', 'LABELS', and 'PARTICIPAN'. Below the navigation, there are buttons for 'LIST' (orange) and 'BULK EDIT' (blue, highlighted). A search bar labeled 'Filter' and a 'COLUMN' dropdown are also present. The 'Results' section shows a table with the following data:

Category(ies)	Lot No.	Hide item	Name	SP item	Type	House Bid	Starting bid	Mini bid
	5000	<input type="checkbox"/>	Guy Lafleur - Signed Jersey	<input type="checkbox"/>	Reg.	\$ 0	\$ 850	\$ 25

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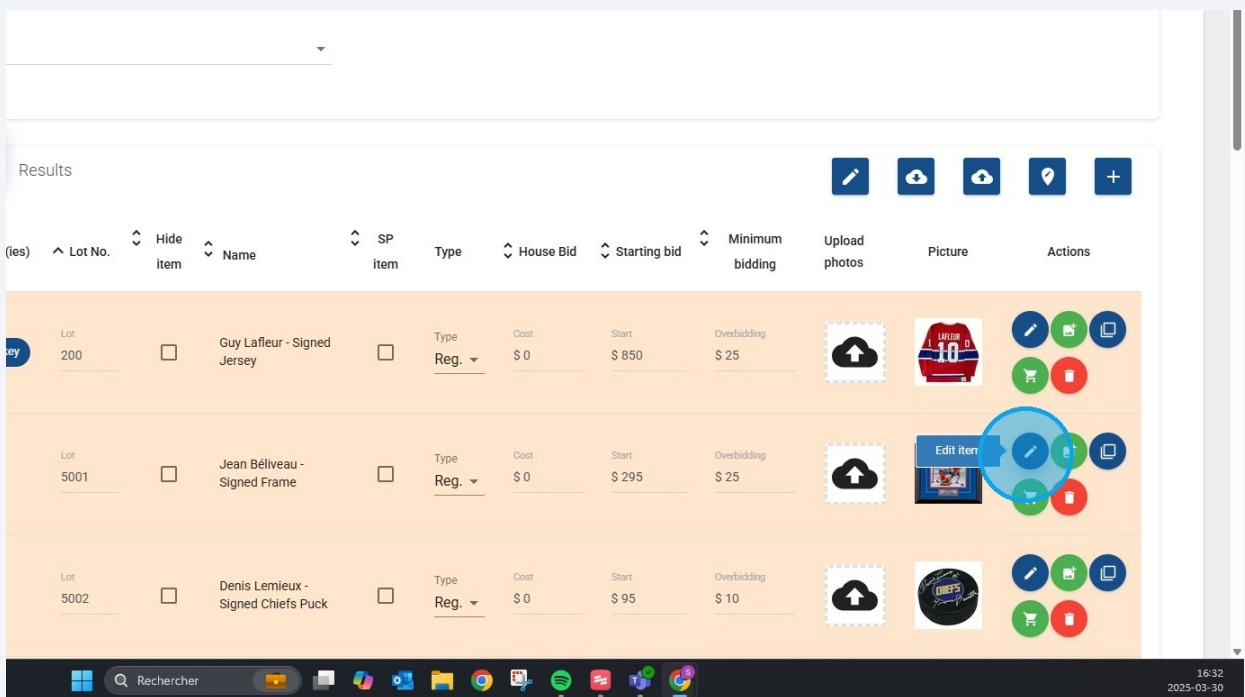
Sélectionner la catégorie principale de l'article, le numéro d'article sera attribué automatiquement.

Facultatif : vous pouvez attribuer une ou plusieurs sous-catégories si vous le souhaitez.



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Pour classer les items, Option 1 : Cliquez "Modifiez l'article"



10 Cliquer "CATÉGORIES"

The screenshot shows the Admin Encan Signature Pro interface. The browser address bar displays `admin.signaturepro.bid/organizations/555/auctions/1846/auction-items`. The top navigation bar includes icons for AUCTION, VISUAL, CATEGORIES (circled in blue), ITEMS, MESSAGES, LABELS, and PARTICIPANTS. A left sidebar menu lists options like Home, List of organizations, How To Fondation JMM, JMM Auction, Inventory, and Administration. The main content area features a 'LIST' button, a 'Filter' section with a 'COLUMN' dropdown, and a 'Results' section with a table header. The table header includes columns for Category(ies), Lot No., Hide Item, Name, SP Item, Type, House Bid, Starting bid, and Minim biddi.

11 Créer une catégorie temporaire

The screenshot shows the Admin Encan Signature Pro interface with the 'CATÉGORIES' menu item selected. The top navigation bar includes icons for VISUAL, CATEGORIES (selected), ITEMS, MESSAGES, LABELS, and PARTICIPANTS. The main content area features a 'Create category' button circled in blue. Below the button is a table with the following data:

Order	Starting lot number	Ending lot number	Actions
Order 2	Starting lot number 100	Ending lot number 199	[Edit] [Delete]
Order 3	Starting lot number 200	Ending lot number 299	[Edit] [Delete]
Order 4	Starting lot number 300	Ending lot number 399	[Edit] [Delete]
Order 5	Starting lot number 400	Ending lot number 499	[Edit] [Delete]

12 Effectuer les modifications souhaitées dans la catégorie.

The screenshot shows a web browser window with a table of categories. The table has four columns: Order, Starting lot number, Ending lot number, and Actions. A blue callout box labeled 'Edit category' points to the edit icon in the Actions column of the second row.

Order	Starting lot number	Ending lot number	Actions
Order 0	Starting lot number 800	Ending lot number 899	[Edit] [Delete]
Order 2	Starting lot number 100	Ending lot number 199	[Edit] [Delete]
Order 3	Starting lot number 200	Ending lot number 299	[Edit] [Delete]
Order 4	Starting lot number 300	Ending lot number 399	[Edit] [Delete]
Order 5	Starting lot number 400	Ending lot number 499	[Edit] [Delete]
Order 6	Starting lot number 500	Ending lot number 599	[Edit] [Delete]
Order	Starting lot number	Ending lot number	[Edit] [Delete]

13 Retourner dans "ARTICLES"

The screenshot shows a web browser window with a navigation menu. The 'ITEMS' tab is selected and highlighted with a blue circle. Below the navigation menu, the 'Category details' section is visible, showing the name in French (TEMPORAIRE) and English (TEMPORARY), along with the order number (0) and lot numbers (800 to 899).

Navigation menu: PLANIFICATION, PREVIEW, OPEN, CLOSE

Navigation tabs: AUCTION, VISUAL, CATEGORIES, ITEMS (selected), MESSAGES, LABELS, PARTICIPANTS

Category details:

- Name Français: TEMPORAIRE
- Name English: TEMPORARY
- Order: 0
- Starting lot number: 800
- Ending lot number: 899

14 Cliquer "ÉDITION EN LOT"

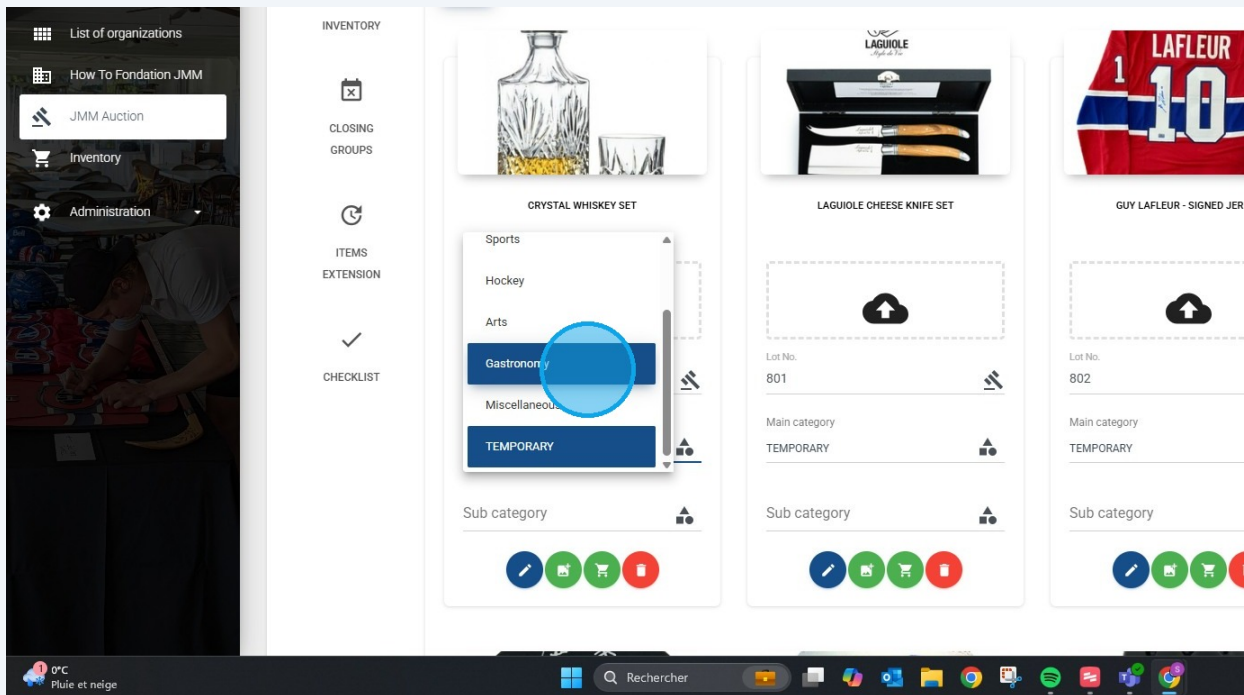
The screenshot shows the 'ITEMS' tab in the JMM Auction application. The interface includes a top navigation bar with icons for AUCTION, VISUAL, CATEGORIES, ITEMS, MESSAGES, LABELS, and PARTICIPANTS. A left sidebar contains navigation options like Home, List of organizations, How To Fondation JMM, JMM Auction, Inventory, and Administration. The main content area features a 'Filter' section with a search icon and a 'COLUMN' dropdown. Below this is a 'Results' section with a table of items. The table has columns for Category(ies), Lot No., Hide item, Name, SP item, Type, House Bid, Starting bid, and Min bid. One item is visible: 'Gastronomy' with Lot No. 100, Name 'Crystal Whiskey Set', Type 'Reg.', Cost '\$ 0', Start '\$ 140', and Overbid '\$ 20'. A blue circle highlights the 'LIST' button in the sidebar.

Category(ies)	Lot No.	Hide item	Name	SP item	Type	House Bid	Starting bid	Min bid
Gastronomy	100	<input type="checkbox"/>	Crystal Whiskey Set	<input type="checkbox"/>	Reg.	\$ 0	\$ 140	\$ 20

15 Modifier la catégorie principale de tous les articles pour la nouvelle catégorie temporaire

The screenshot shows the 'ITEMS EXTENSION' section in the JMM Auction application. The interface includes a top navigation bar with icons for INVENTORY, CLOSING GROUPS, ITEMS EXTENSION, and CHECKLIST. A left sidebar contains navigation options like List of organizations, How To Fondation JMM, JMM Auction, Inventory, and Administration. The main content area displays three item cards: 'CRYSTAL WHISKEY SET', 'LAGUIOLE CHEESE KNIFE SET', and 'GUY LAFLEUR - SIGNED JER'. The 'CRYSTAL WHISKEY SET' card is selected, and a dropdown menu is open, showing the following categories: Sports, Hockey, Gastronomy, Arts, Miscellaneous, and TEMPORARY. A blue circle highlights the 'TEMPORARY' option. The 'LAGUIOLE CHEESE KNIFE SET' card has Lot No. 101 and Main category GASTRONOMY. The 'GUY LAFLEUR - SIGNED JER' card has Lot No. 200 and Main category HOCKEY. The Windows taskbar at the bottom shows the system tray with weather information (0°C, Pluie et neige) and the search bar (Rechercher).

16 Une fois les lots placés dans la catégorie temporaire, reclassiez-les.



17 Une fois votre reclassification terminée, retournez à l'onglet "CATÉGORIES" et supprimez la catégorie temporaire.

