



How To: Manage Materials



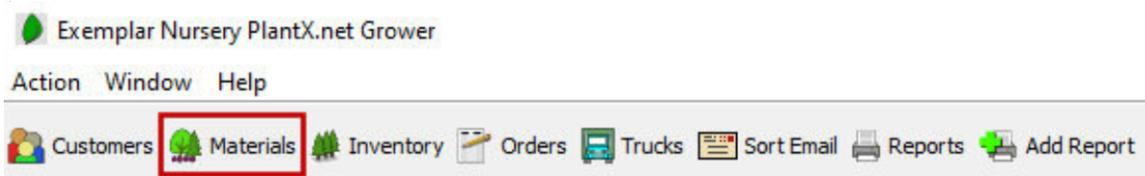
By C-Ware, Inc.

Table of Contents

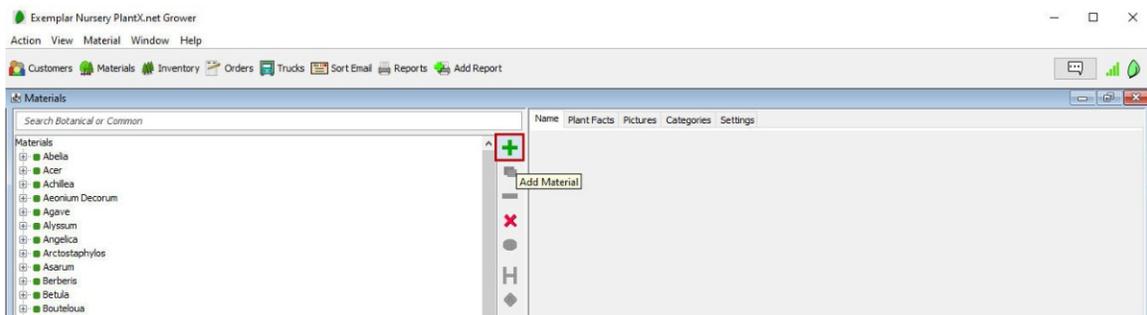
How to Manage Materials	1
Table of Contents	2
How to Create New Materials	3
How to Change Material Settings	5
How to Add Pictures	6
How to Add and Edit Plant Facts	7
How to Add and Edit Categories	9

How to Create New Materials

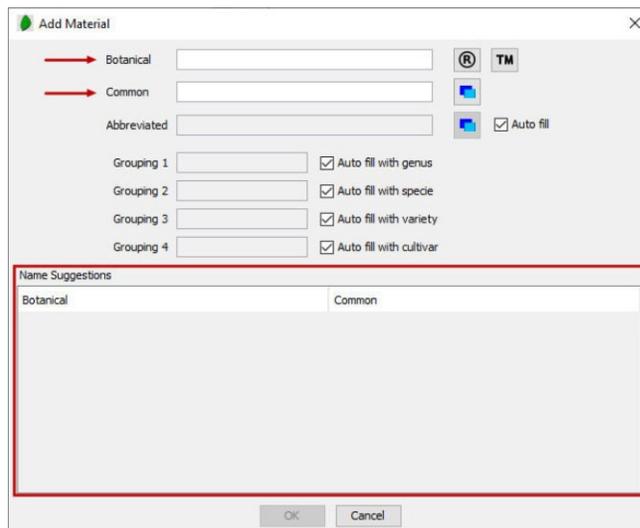
- 1) Select the “Materials” button in the top menu.



- 2) Click green plus icon to add a new material.

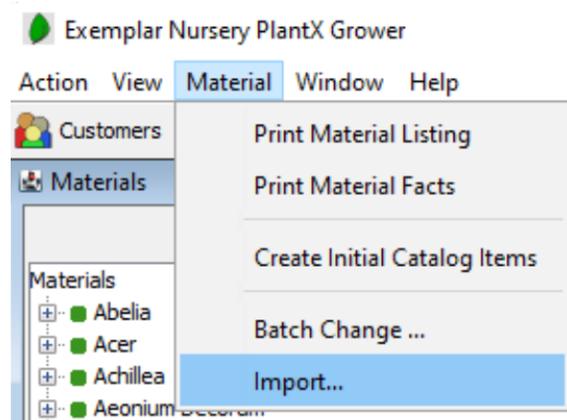


- 3) Fill in the botanical and common names. Make sure to check “Name Suggestions” for faster entry.



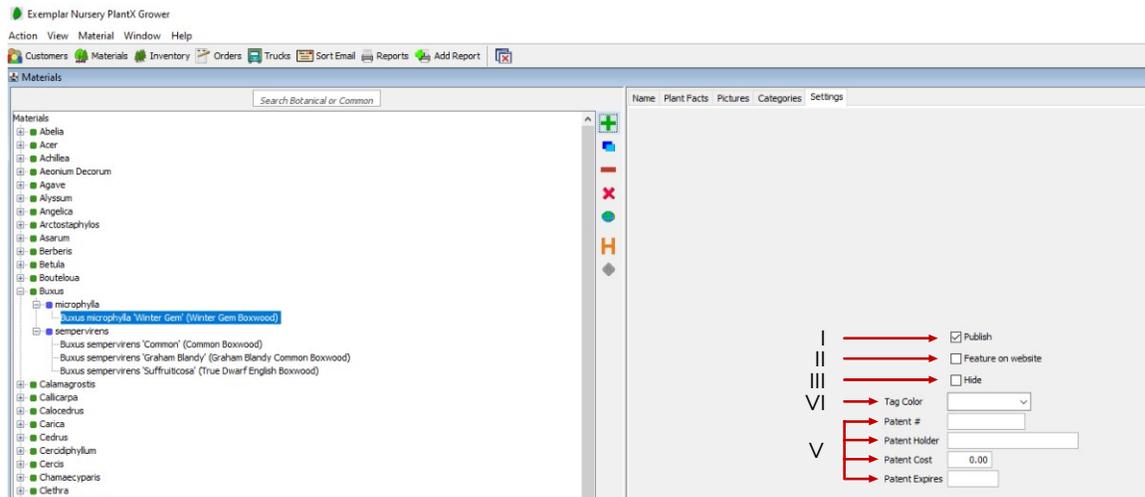
- 4) Repeat steps two and three for all plants. Using the copy button may be faster.
- 5) Once all plants have been entered into “Materials” they will be automatically populated into inventory with a <No Attribute> inventory item.

6) You may also import your material list by using the Material Import Sheet as a guide on the Tutorials page here: <https://www.plantx.net/tutorials.html>



How to Change Material Settings

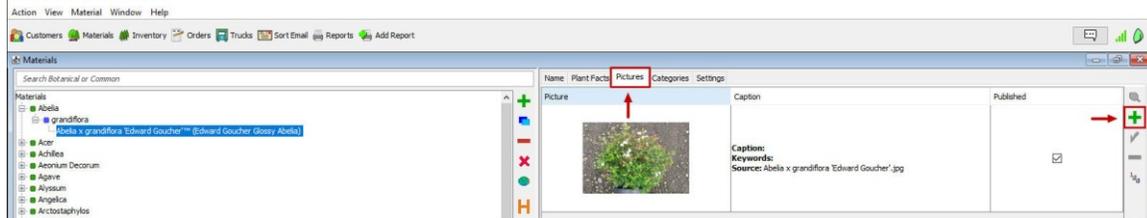
- 1) Select a Material from the list on the left.
- 2) Click on the settings tab on the right.
- 3) Adjust settings according to company needs.



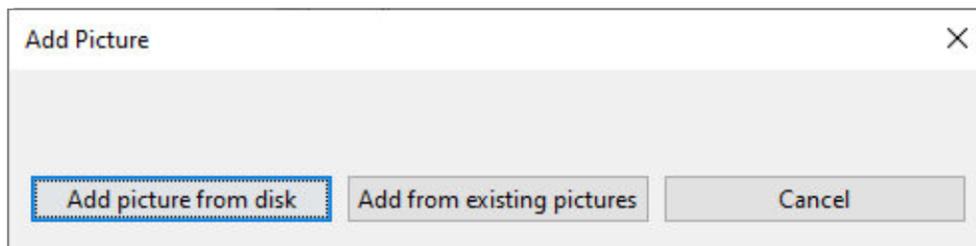
- I) Publish: To publish a material means to show on the catalog page of the website.
 - II) Feature on website: This enables a special banner to be shown on your website.
*Make sure to double check with C-Ware that this is activated for your website.
 - III) Hide: We recommend to never delete anything from PlantX. Instead, the hide feature will hide the plant from your material list. It will also hide all inventory supplies, unpublish from the website, and remove from being featured on the website.
 - IV) Tag Color: If your company uses colored tags for different materials, you can input that here.
 - V) Patent information can also be added during this step.
- 4) Click Apply button on the bottom right to apply your changes.

How to Add Pictures

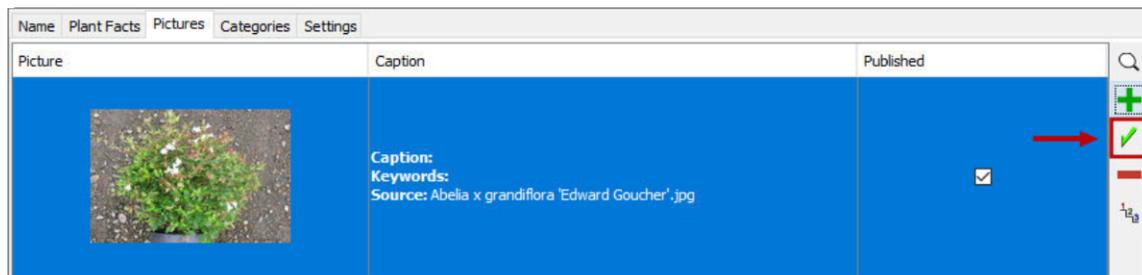
- 1) Pictures are used for your website, tags, and some reports. To add a photo, select the Pictures tab.



- 2) Select the green plus button on the right-hand side.
- 3) A smaller window will pop up giving you the option to upload your new picture.
 - I) Add picture from disk: This allows you to choose a photo from your computer.
 - II) Add from existing pictures: This allows you to choose a photo from photos already uploaded to PlantX.



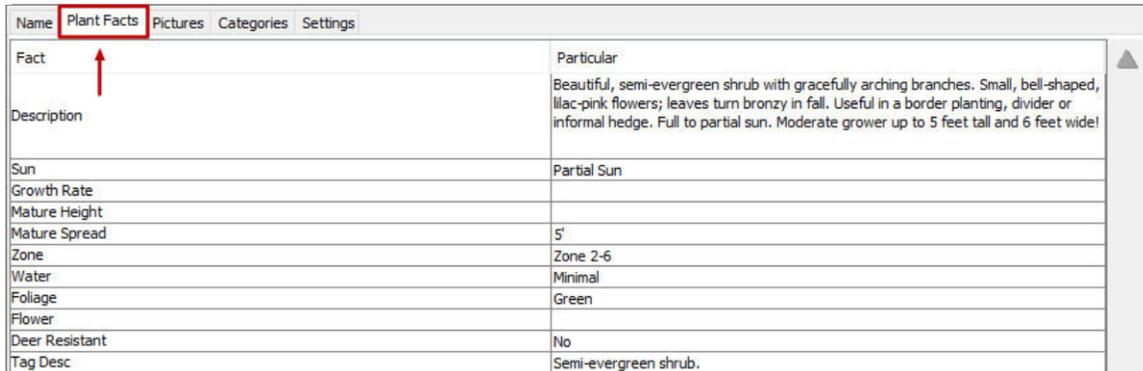
- 4) Photos are automatically published to your website, to hide the photo from your website, select the photo and click the green check mark on the right-hand side.



- 5) If you have multiple photos for one plant, you can change the order they show up on the website by clicking and dragging the pictures into the order you want.
- 6) You can also send a picture directly to the web gallery using the green arrow.

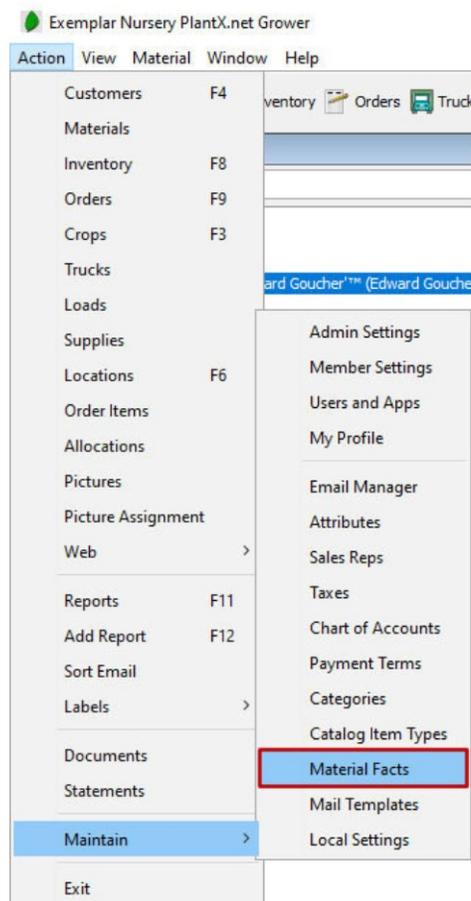
How to Add and Edit Plant Facts

- 1) Plants facts show up on your website and are used for tags. Select Plant Facts on the right-hand side of the screen.

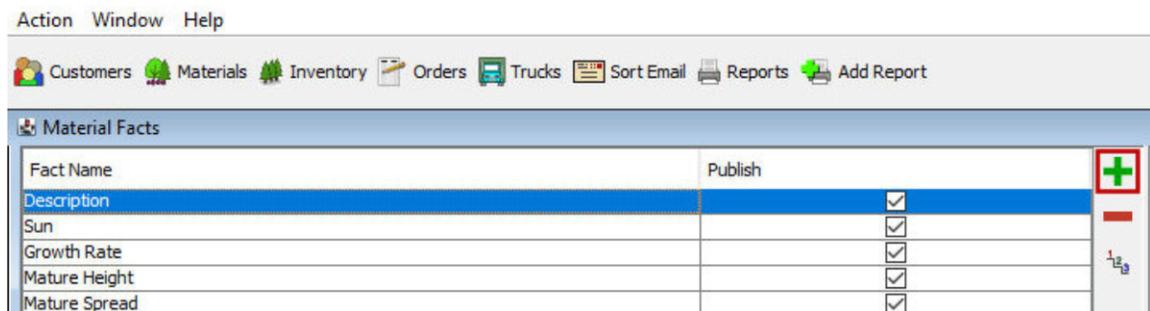


Name	Plant Facts	Pictures	Categories	Settings
Fact	Particular			
Description	Beautiful, semi-evergreen shrub with gracefully arching branches. Small, bell-shaped, lilac-pink flowers; leaves turn bronzy in fall. Useful in a border planting, divider or informal hedge. Full to partial sun. Moderate grower up to 5 feet tall and 6 feet wide!			
Sun	Partial Sun			
Growth Rate				
Mature Height				
Mature Spread	5'			
Zone	Zone 2-6			
Water	Minimal			
Foliage	Green			
Flower				
Deer Resistant	No			
Tag Desc	Semi-evergreen shrub.			

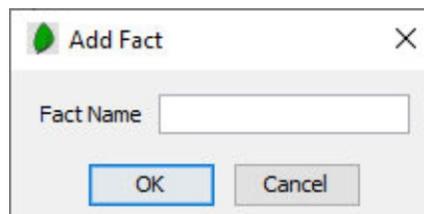
- 2) Double click on a fact to edit it.
- 3) To add more facts, or to add fact presets, click the Action menu, then select Maintain, then Material Facts.



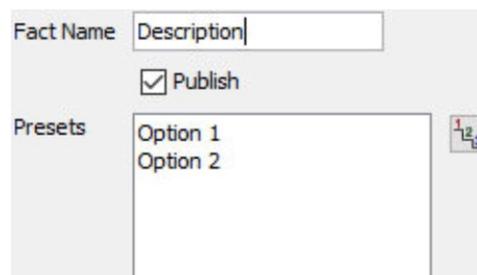
- 4) Here you can select the facts you would like to show on your website and add new facts.
- 5) Click the green plus to add a new fact.



- 6) Enter the fact name on the smaller pop-up window (i.e. Growth Rate, Mature Height, Zone, etc) then push OK.



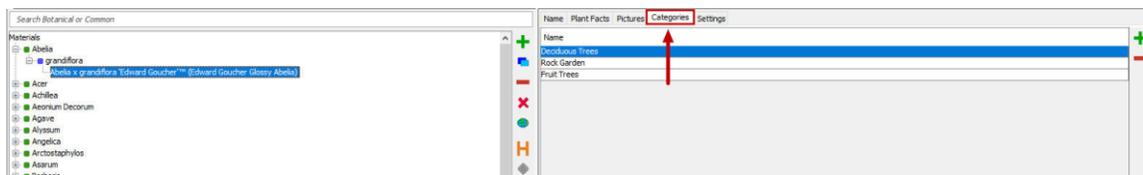
- 7) Your new fact will automatically be published to the website, to unpublish uncheck the publish box.
- 8) To give fact options (i.e. partial sun/full sun, zone A/zone B), enter different options in the presets box, only one option per line.



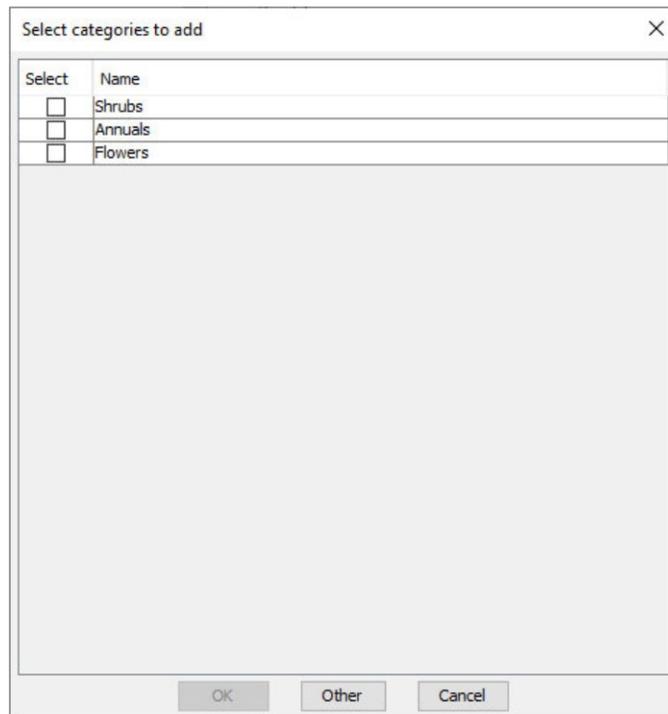
- 9) Push Apply when all changes are done.
- 10) Repeat steps 5 through 9 with new plant facts.
- 11) You may also import your material list by using the Material Import Sheet as a guide on the Tutorials page here: <https://www.plantx.net/tutorials.html>

How to Add and Edit Categories

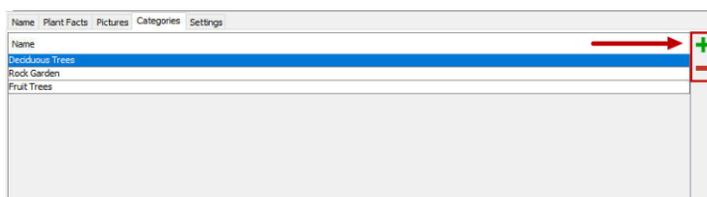
- 1) Categories are a way for you to group your plants. These categories are customizable examples include Rock Garden, Deer Resistant, Fruit Tree, etc. To add a plant to an existing category, select the plant from the materials list on the left, then click the Categories tab on the right.



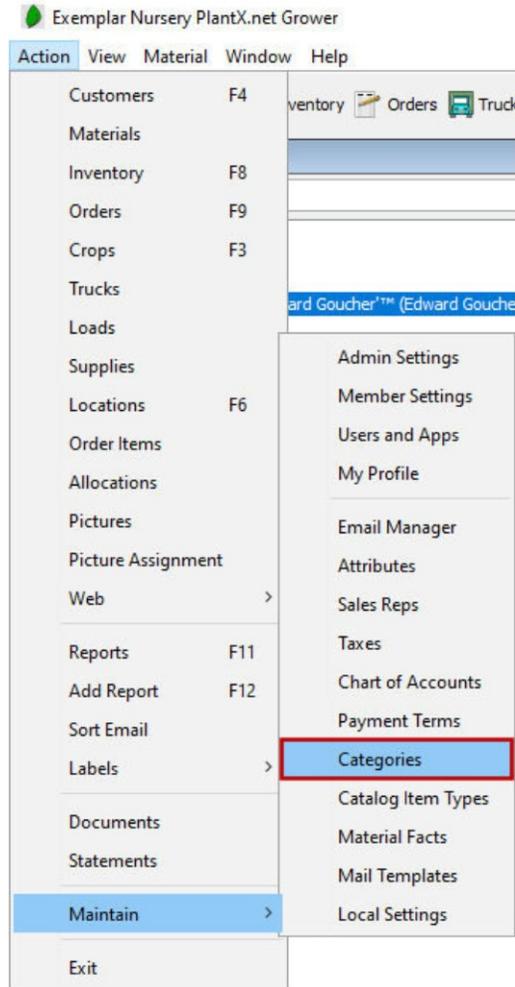
- 2) Click the green plus button on the right to add more categories.
- 3) On the pop-up window select the categories you would like to add and push OK.



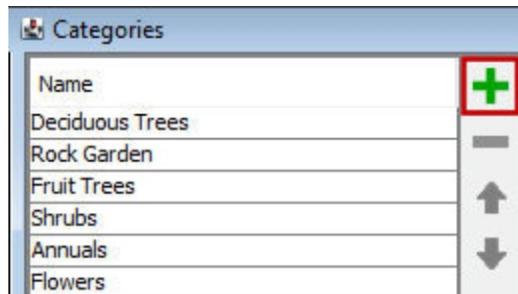
- 4) To remove a category from a plant, select the category you would like to remove and push the red minus sign on the right of the screen



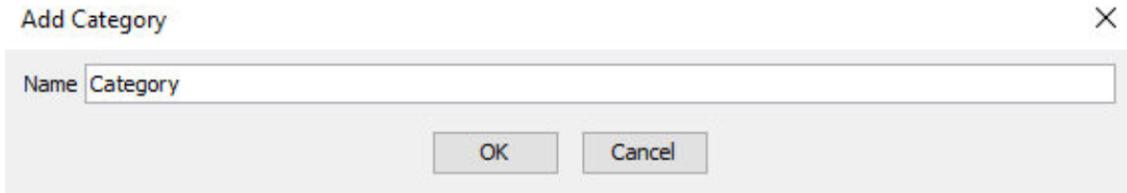
5) To edit categories, click Action, then go to Maintain and then select Categories.



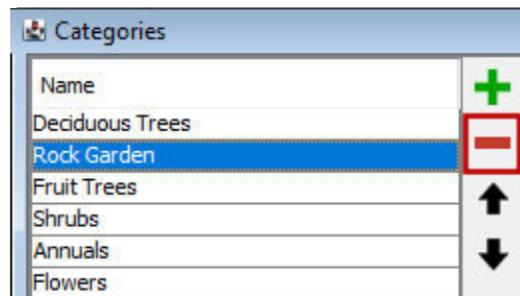
6) To add a new category, push the green plus button.



7) Enter the name of the new category (Rock Garden, Deer Resistant, Fruit Tree, etc.) in the smaller pop-up window.



8) To delete a category, select the category you want to remove and push the red minus.



9) To add multiple plants to one category quickly, try selecting the category on the left side and then select the plants you would like to place into the category. Once all your plants have been selected push the green check mark to apply your changes.

