

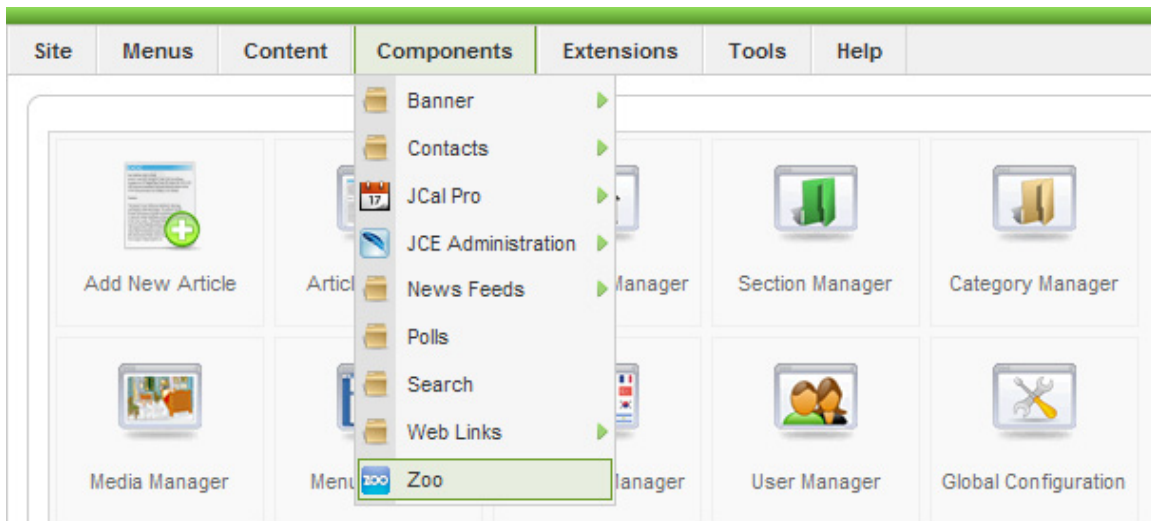
YOO ZOO Quick Start

Introduction

Zoo is a cataloging system that allows you to add categorized items in a structured list. These items can basically be anything you wish. The example we will be using in this guide is a member directory. We are going to add new members to this directory.

Adding Items

1. Log in to the Joomla.
2. In the top main menu, click *Components*, and then click on *Zoo*.



3. This will bring you to the *Zoo Catalogs* screen. All of your catalogs (ex. Member directory) are listed here.
4. In this example, we are going to add a member to our member directory. Our *Members* are actually *Items*. So we are going to add a new item.
5. Toward the top of the page you will see a menu with *Catalogs*, *Items*, *Types* listed.
6. Click on *Items*.

Site Menus Content Components Extensions Tools Help

zoo Catalogs Click Items

Catalogs Items Types


Search Reset

#	<input type="checkbox"/>	
1	<input type="checkbox"/>	Arts & Culture

7. A list of our items is displayed. We want to add one so click the *New* button at the top right. (If you wanted to edit an existing item, you would select its checkbox and click *Edit*.)
8. Select your *Item Type*.
9. You're now on the *Item Details* screen. Select the categories that your item should be in. You can make an item part of multiple categories by simply holding the *Ctrl* (control) key while clicking each desired category. This will highlight all selected categories. If you don't see your category refer to the next section on how to add categories
10. Enter in all the details for your item. In this example, we are adding a member to our directory, so we would enter things such as Name, Phone Number, Email Address, etc.
11. When you are done, click *Save*.
12. You have successfully added an item.

 Item: [New]

Details

Name	<input type="text"/>
Alias	<input type="text"/>
Type	Members
Published	<input checked="" type="radio"/> No <input type="radio"/> Yes
Categories	<ul style="list-style-type: none">» Arts & Culture ▲- Museum- Literary- Gardening- Film- Musical Arts» Member Artist Directory- Sculptor- Theatre- Potter- Photography- Painting- Music- Jewelry- Fiber - Textile ▼
File	<input type="text" value="- Select File -"/>
Title	<input type="text"/>
	<div style="border: 1px solid gray; width: 100%; height: 60px; display: flex; align-items: center; justify-content: center;"></div>
Phone Number	<input type="text"/>
E-mail	<input type="text"/>
Website	<input type="text"/>

Adding Categories

Items are sorted by *Categories*. You can have several *Categories* for each *Catalog*. For Example, let's say you are building a member directory for a football team. Your *Catalog* would be named *Team*. Under *Team* you would have several *Categories* such as *Quarterbacks*, *Wide Receivers*, *Kickers* and so forth. In each *Category* you would have listed the members relevant to that *Category*.

To add a category:






1. Log In to Joomla.
2. Click *Components* in the top menu, and then click *Zoo*.
3. This brings you to the *Catalogs* screen. Find the catalog you want to add a *Category* to (**don't** click on the name).
4. To the far right of the *Catalogs*, you will see a column titled *Categories*. It will have an image of a folder next to each *Catalog* along with a number representing the number of *Categories* already in it's respective *Catalog*.
5. Click on the little folder.

Categories

 (5)

 (9)

6. Now you see a list of the *Categories* in this *Catalog*.
7. To add a new *Category*, Click *New* in the top right corner.
8. Enter the name and details of your new *Category* and click *Save*.
9. After creating a new *Category*, you **must publish it** by clicking the *Publish* button on the *Category* list screen.

	Published	Order ▲ ▾	ID
		 1	9
		  2	8

10. Your *Category* has been added and published. You are done!