

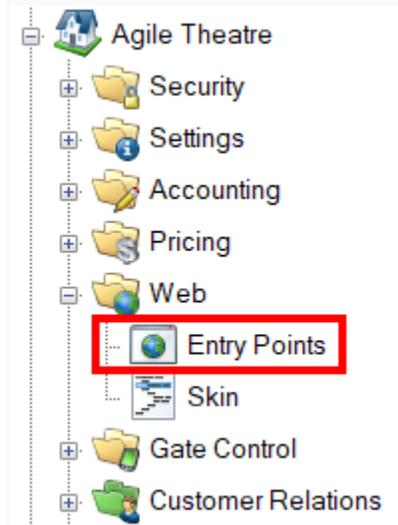
Create An Agile List: Catalog Entry Point

1. Log into Administration.

2. Select the House Icon  .

3. Open the Web folder.

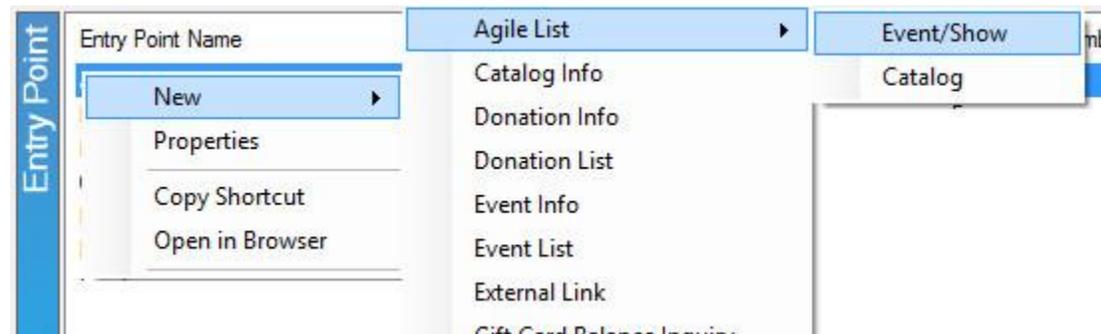
4. Select the Entry Points icon.



5. Highlight and select the Entry Point Group where you will create the URL.

Entry Point Group	Entry Point Group Name	Sales Channel	Type	Skin	Enabled
	Agile Film Festival	Web Advanced	Internet	Agile Modern	True
	Facebook App	Web Advanced	Internet	Facebook App Skin	True
	Agile Art House	Web Advanced	Internet	Agile Modern	True
	XML Group	Web Advanced	Internet	Agile Gray Skin	True
	Members Only	Web Industry	Internet	Agile Gray Skin	True
	Agile Industry Members Only	Web Industry	Internet	Agile Gray Skin	True
	Outlet Group	Web Advanced	Web Outlet	Agile Modern	True
	Industry Signup	Web Advanced	Internet	Agile Gray Skin	True

6. In the Entry Point field, right-click. Select New, Agile List, and Catalog.



7. Fill out the following areas on the **General** tab (not all will be applicable to your needs):

The screenshot shows a window titled 'Entry Point: New' with a sub-header 'Agile Theatre'. The 'General' tab is selected, showing the following fields and options:

- Link Type:** Agile List (Catalog)
- Name:** Film Festival Merchandise
- Display Group:** Merchandise (dropdown menu)
- Passcode:** (empty text field)
- Display Sequence:** 3 (spinner)
- Display Type:** Tiles (dropdown menu)
- Number Of Tiles:** 3 (spinner)
- Display Search
- Icon Class/Image:** (empty text field)
- Include In Navigation Links
- Enabled
- URL:** (empty text field)
- Copy to Clipboard:** (button)

At the bottom of the dialog are three buttons: OK, Cancel, and Apply.

- **Name** the URL (This will show up in your navigation menu).
- You can select or create a **Display Group** if you want it to be a part of a specific group on your navigation menu.
- Add a **Passcode** only if you need the URL to only be available to users who enter the passcode. Leave Passcode blank if the URL can be accessed by the general public.
- **Display Sequence** sorts what order this page will appear in online.
- **Display Type** determines how catalog items are viewed online.
- **Display Search** will add a search bar to the page.

8. The **List Details** tab gives you control over what pieces of information are listed about each item. Check the boxes on the left-hand side to enable. Filters allow the customer to sort the listings online by Custom Property (click [here](#) to learn more about Custom Properties). To enable these, select the filter(s) needed from the drop-down menu and select the green plus button.

The screenshot shows a configuration window titled 'Entry Point: New' for 'Agile Theatre'. The 'List Details' tab is active, showing various display options and a filter management section.

Display Options:

- Show Image
- Show Venue
- Show Datetime
- Show Short Description
- Show Short Descriptive 1
- Show Short Descriptive 2
- Show Extra HTML
- Show Custom Properties
- Use Legacy Links

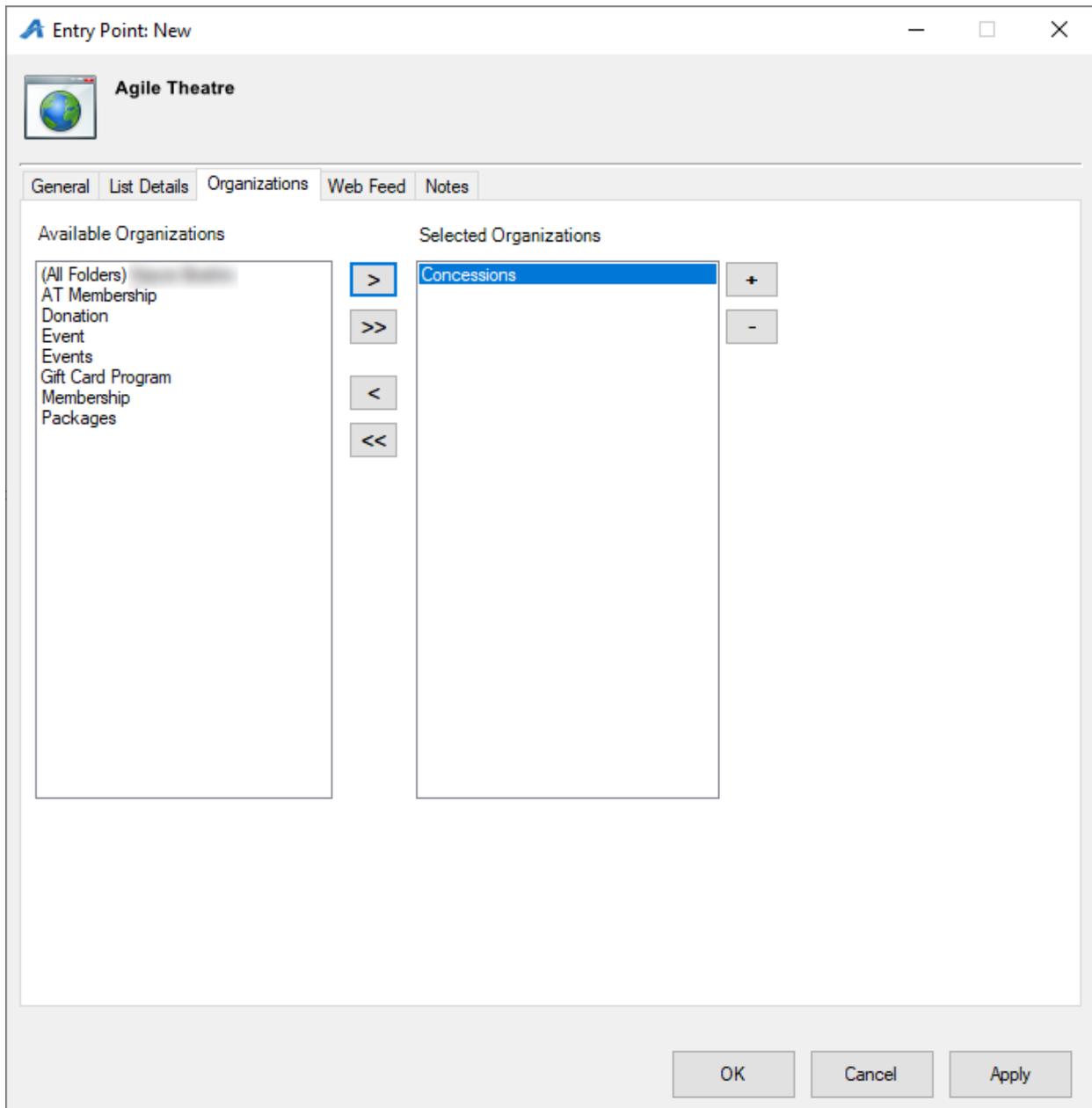
Custom CSS Class (AgileList-CustomClass):

Available Filters: Venue

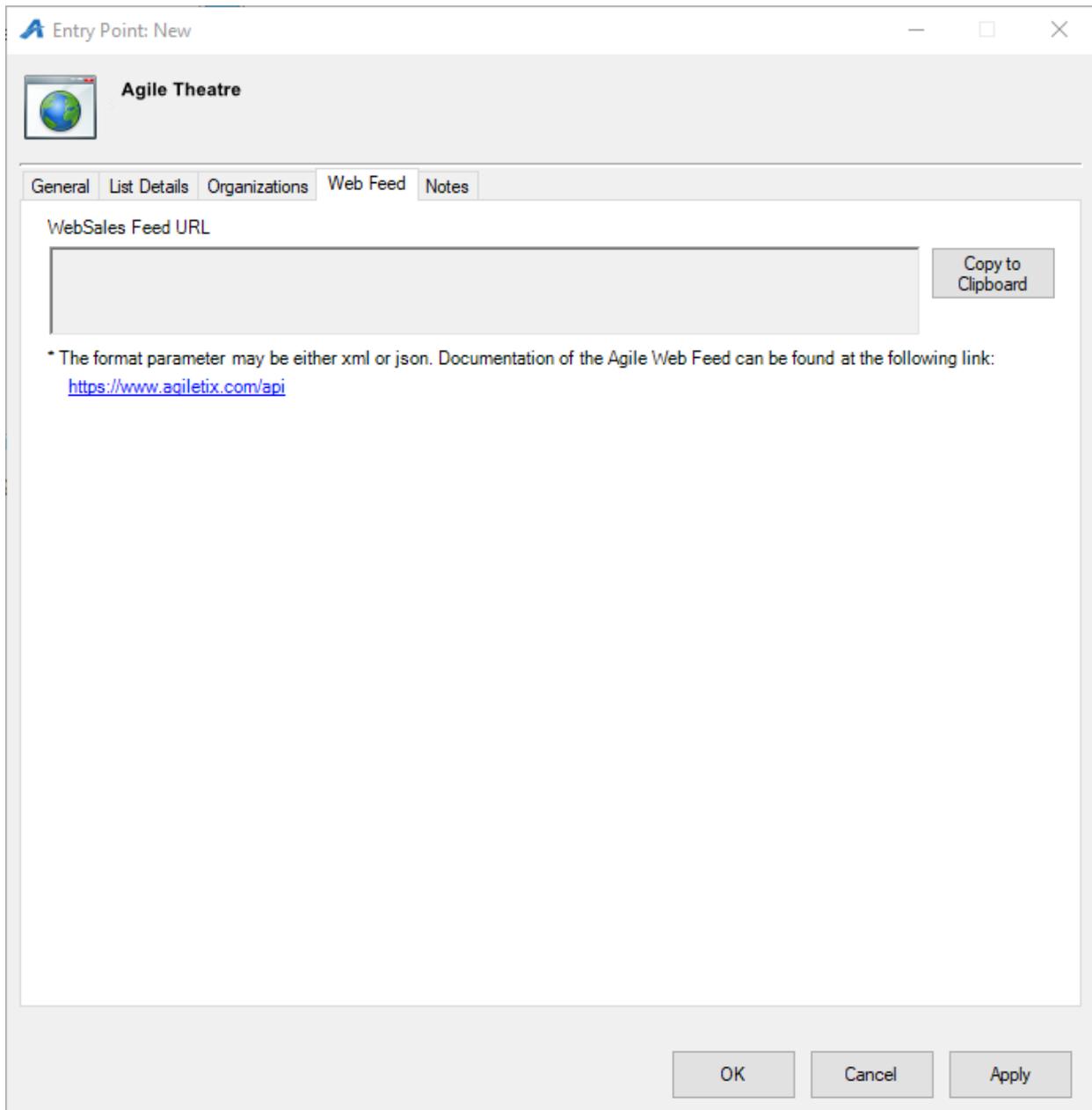
Filter Name	Initial V...	Hidden			
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Buttons: OK, Cancel, Apply

9. The **Organizations** tab determines which sales folder(s) appear in the list online. (Note: this may need to be updated yearly.)



10. The **Web Feed** tab provides the XML Feed for your organization's website if you choose to use XML Feeds instead of Agile pages.



11. The **Notes** tab is for internal use only. We recommend adding details here about how this URL will be used.

