

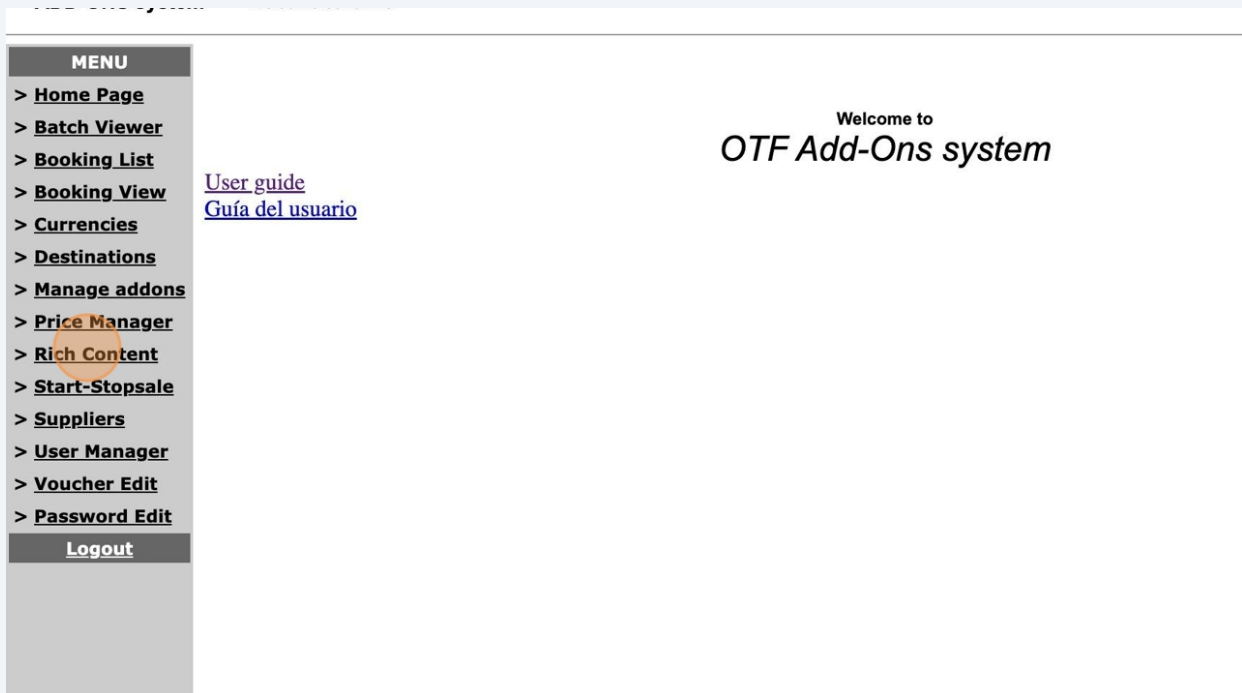
# Manage your general settings in Addons



This tutorial will teach you how to manage your Addons settings: manage your Addons languages, groups, options, suppliers and categories.

1 Navigate to <https://addons-new.otfsystems.com/left.php>

2 From the home page, click on "Rich Content".



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This will take you to your settings management page. Let's start with languages. To get there, click on "Manage Languages".

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You can then add your existing languages, or add new ones. For example, to add Spanish from English, use the drop-down menus in the "Add new language" section, then click on "Add".

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**Rich Content > Language**

SubMenu: [Manage Groups](#) | [Manage Options](#) | [Manage Suppliers](#) | [Manage Categories](#)

**Configured Language**

en_US	Delete
fr_CA	Delete

**Add new language**

New Language: es\_ES ▾

Source Language\*: fr\_CA ▾

Add

\*REQUIRED since no entry may be blank.  
This will copy the selected language in new one, pending updates.

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5 To return to the settings, click on "Back".

Rich Content > Language

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Configured Language	
en_US	Delete
es_ES	Delete
fr_CA	Delete

**Add new language**

New Language:    
Source Language\*:

\*REQUIRED since no entry may be blank.  
This will copy the selected language in new one, pending updates.

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6 To manage your groups, click on "Manage Groups".

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This takes you to the group management page. **In Addons, groups are used to organize the various add-ons you wish to offer. For example, are they restricted to internal use, do you want them to appear online, etc.** The configuration of these groups is entirely customizable and left to your taste. To **add a new group**, simply name it in the languages you use in the bottom menu.

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## Rich Content > Groups

SubMenu: [Manage Languages](#) | [Manage Options](#) | [Manage Suppliers](#) | [Manage Categories](#)

**Current group(s) in order**

Language / Group Name		
en_US	INTERNAL	
1 fr_CA	INTERNE	Delete
es_ES	INTERNE	
en_US	Promotions	
2 fr_CA	Promotions	^ Delete
es_ES	Promotions	
en_US	Web site	
3 fr_CA	Web site	^ Delete
es_ES	Web site	
en_US	Web site - External	
4 fr_CA	Web site - Externe	^ Delete
es_ES	Web site - Externe	
Update		

**Add new group**

Language / Group Name	
en_US	<input type="text"/>
fr_CA	<input type="text"/>
es_ES	<input type="text"/>
Add	

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For example, to create a “parties” group, complete the section, then click on “parties”. This new group will then appear in your groups.

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## Rich Content > Groups

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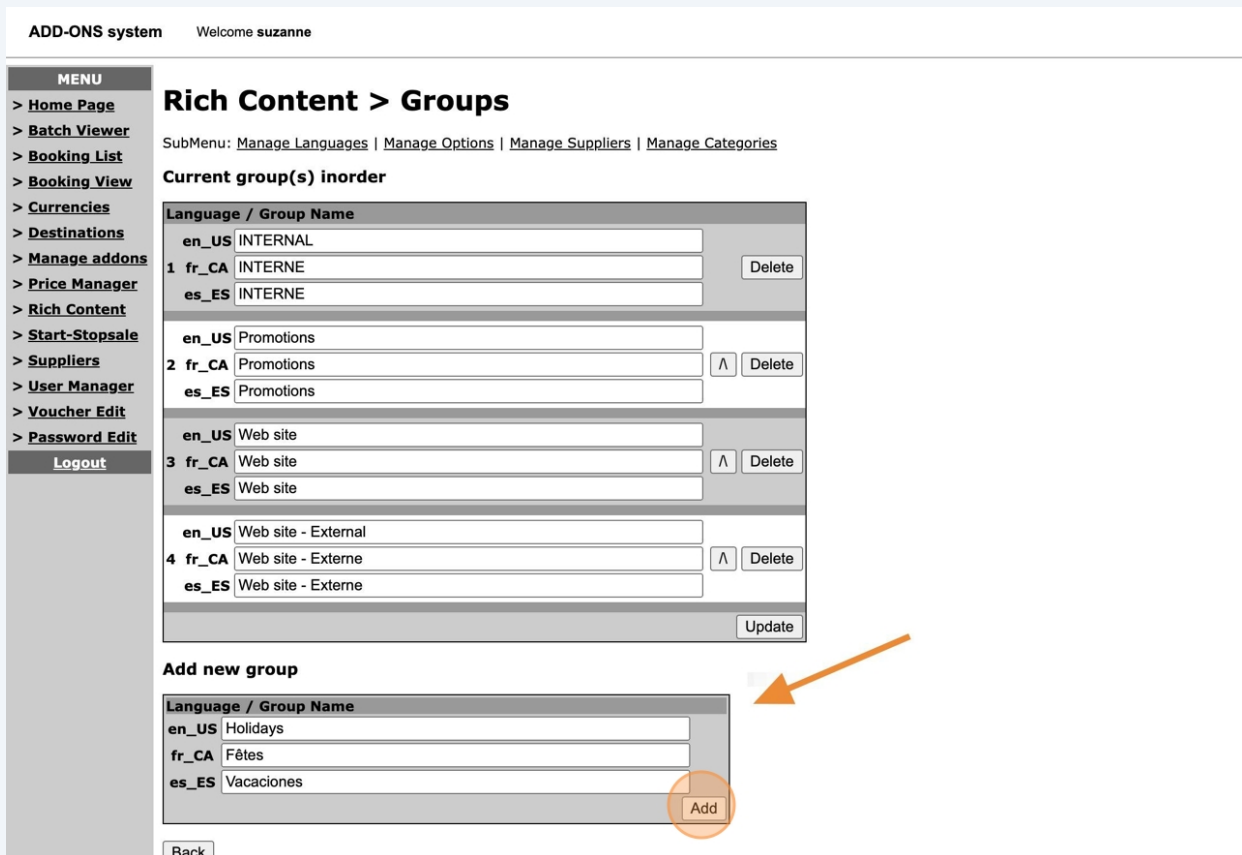
**Current group(s) in order**

Language / Group Name	
en_US	INTERNAL
1 fr_CA	INTERNE
es_ES	INTERNE
Delete	
en_US Promotions	
2 fr_CA	Promotions
es_ES	Promotions
Delete	
en_US Web site	
3 fr_CA	Web site
es_ES	Web site
Delete	
en_US Web site - External	
4 fr_CA	Web site - Externe
es_ES	Web site - Externe
Delete	
Update	

**Add new group**

Language / Group Name	
en_US	Holidays
fr_CA	Fêtes
es_ES	Vacaciones
Add	

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To modify your options, click on “Options” from the settings menu.

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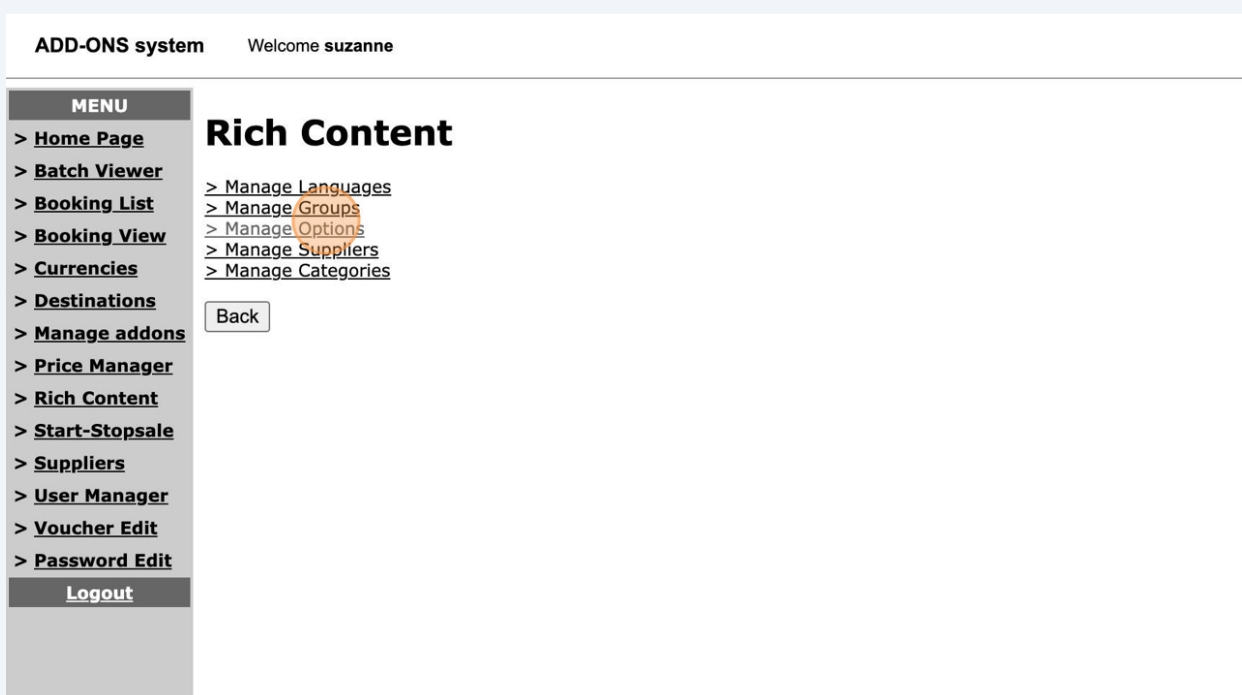
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To add a new option, name it by completing the information requested in the following menu, then click on "Add". **Be sure to associate the option with the corresponding group.** It's up to you whether or not to use options.

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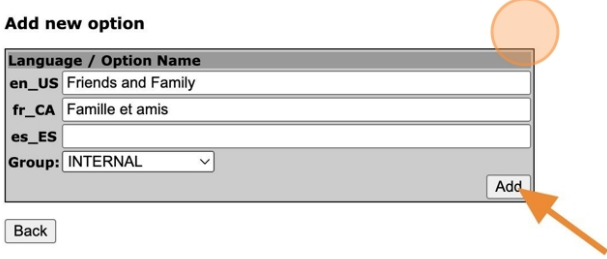
## Rich Content > Options

SubMenu: [Manage Languages](#) | [Manage Groups](#) | [Manage Suppliers](#) | [Manage Categories](#)

### Add new option

Language / Option Name	
en_US	Friends and Family
fr_CA	Famille et amis
es_ES	

Group: INTERNAL



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You can manage your options (delete them, modify them or change their reference group) from the top menu. After each modification, be sure to click on "Update".

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## Rich Content > Options

SubMenu: [Manage Languages](#) | [Manage Groups](#) | [Manage Suppliers](#) | [Manage Categories](#)

**Current option(s)**

Language / Option Name	
INTERNAL	
en_US	Friends and Family
1 es_ES	Familia
fr_CA	Famille et amis

**Add new option**

Language / Option Name	
en_US	
fr_CA	
es_ES	

Group:

12 To manage your suppliers, click on “Manage Suppliers”.

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13 This is where you'll find all the suppliers you've created from the other “Suppliers” menu on the left (see blue arrow). From here, you can edit your suppliers or view the list of add-ons associated with them.

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## Rich Content > Suppliers

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Supplier list All

DestName	Status Rich Content	Action	Addons List
1. YML Azulee	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
2. YQB Aquarium de Quebec	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
3. YML Musee de Charlevoix	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
4. YML Train de Charlevoix ( allée simple Baie St-Paul - La Malbaie)	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
5. CHA Flotting cottage	no	<a href="#">Edit</a>	<a href="#">Show list</a>
6. YGV Visite de la Station de Recherche des Îles Mingan	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
7. YGP Parc de la Gaspésie	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
8. YQB Canot	no	<a href="#">Edit</a>	<a href="#">Show list</a>
9. YQB Journée de pêche	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
10. JED VISA for UMRAJ	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
11. MEX Luggage Pickup Mexico	no	<a href="#">Edit</a>	<a href="#">Show list</a>
12. YYY Location de vélo	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
13. YYY Location de Kayak	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
14. YYY Planche a pagaie (paddle board)	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
15. YYY Location de canne a peche	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
16. YGP Parc national	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
17. YYY Pourvoirie de la Gaspésie	yes	<a href="#">Edit</a>	<a href="#">Show list</a>
18. ORY Zoo Parc de Beauval	yes	<a href="#">Edit</a>	<a href="#">Show list</a>

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You can choose the list of suppliers you see by using the drop-down menu next to "Supplier list".

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## Rich Content > Suppliers

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Supplier list **Disabled** ▾

DestName	Status Rich Content	Action	Addons List
1. LIM TRANS - EXC Lima	no	Edit	Show list
2. CUZ TRANS - EXC Vallée Sacré	no	Edit	Show list
3. JUL TRANS - EXC Puno	no	Edit	Show list
4. LJU TRANS - EXC LJUBLJANA	no	Edit	Show list
5. YUL traîneau à chien	no	Edit	Show list
6. YUL Sainte-adele en raquette	no	Edit	Show list
7. YML Azulee	yes	Edit	Show list
8. YQB Aquarium de Quebec	yes	Edit	Show list
9. YML Musee de Charlevoix	yes	Edit	Show list
10.YML Train de Charlevoix ( allée simple Baie St-Paul - La Malbaie)	yes	Edit	Show list
11.CHA Flotting cottage	no	Edit	Show list
12.YGV Visite de la Station de Recherche des Îles Mingan	no	Edit	Show list
13.YGV Visite de la Station de Recherche des Îles Mingan	yes	Edit	Show list
14.YGP Parc de la Gaspésie	yes	Edit	Show list
15.YQB Canot	no	Edit	Show list
16.YQB Journée de pêche	yes	Edit	Show list
17.JED VISA for UMRAJ	yes	Edit	Show list
18.MEX Luggage Pickup Mexico	no	Edit	Show list
19.YYY Location de vélo	yes	Edit	Show list
20.YYY Location de Kayak	yes	Edit	Show list
21.YYY Planche a pagaie (paddle board)	yes	Edit	Show list
22.YYY Location de canne a peche	yes	Edit	Show list
23.YGP Parc national	yes	Edit	Show list
24.YYY Pourvoirie de la Gaspésie	yes	Edit	Show list
25.ORY Zoo Parc de Beauval	yes	Edit	Show list

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To access your category settings, click on "Categories" from the Settings home page.

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This will take you to your category management page. **NB: Categories play an essential filtering role in Addons. Since each of your add-ons is linked to a category, you need to make sure that the categories are properly configured.** You can add as many categories as you like.

You can **modify** your categories and **assign them a PC Travel category** (if you use this accounting software) directly from the menu (see red arrows).

To **delete** a category, select it from the right-hand column, then click on "Update" (see blue arrows).

To **add** a category, click on "ADD" (orange circle).

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## Rich Content > Category

SubMenu: [Manage Groups](#) | [Manage Options](#) | [Manage Suppliers](#) | [Manage Languages](#)

### Category list

	Name	Details	Pc Voyager	Delete
1	TRANSFERT		Transfert	<input type="checkbox"/>
2	ACTIVITE		Miscellaneous	<input type="checkbox"/>
3	FLIGHTS		Miscellaneous	<input type="checkbox"/>
4	REPRESENTANT		Miscellaneous	<input type="checkbox"/>
5	PROMOTION		Adjustment	<input type="checkbox"/>

ADD    Update

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To add a new category, complete all the following fields and click on "ADD" (orange). To return to the menu, click on "Back" (blue).

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## Rich Content > Category

SubMenu: [Manage Groups](#) | [Manage Options](#) | [Manage Suppliers](#) | [Manage Languages](#)

### Category list

Please fill these text box to add a category.

Name	Details	Pc Voyages
<input type="text" value="EXPERIENCES"/>	<input type="text" value="Expériences voyage"/>	Miscellaneous ▾

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The new category will then appear in the menu. To modify it, refer to the previous step. To return to the general menu, click on "Back".

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1	<input type="text" value="TRANSFERT"/>	<input type="text"/>	Transfert ▾	<input type="checkbox"/>
2	<input type="text" value="ACTIVITE"/>	<input type="text"/>	Miscellaneous ▾	<input type="checkbox"/>
3	<input type="text" value="FLIGHTS"/>	<input type="text"/>	Miscellaneous ▾	<input type="checkbox"/>
4	<input type="text" value="REPRESENTANT"/>	<input type="text"/>	Miscellaneous ▾	<input type="checkbox"/>
5	<input type="text" value="PROMOTION"/>	<input type="text"/>	Adjustment ▾	<input type="checkbox"/>
6	<input type="text" value="EXPERIENCES"/>	<input type="text" value="Expériences voyage"/>	Miscellaneous ▾	<input type="checkbox"/>

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That's all there is to it! Now you know how to use Addons general settings!

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