TOC

Quick Start Guide

Use this Quick Start Guide to get up and running with your Catalog App in seven easy steps.

1. Install the App and Pair Your Devices

To launch your software, load the Catalog App onto your customer-facing device (tablet or kiosk), and then pair the App with your online back-end Catalog App Manager at my.catalogkiosk.com.

Activate This Device

tskahw

Go to **my.catalogkiosk.com** and enter the pairing code to activate this device

— or —

Enter your Credentials →

| English | Test Touch | APP VERSION: 5.26.0 |
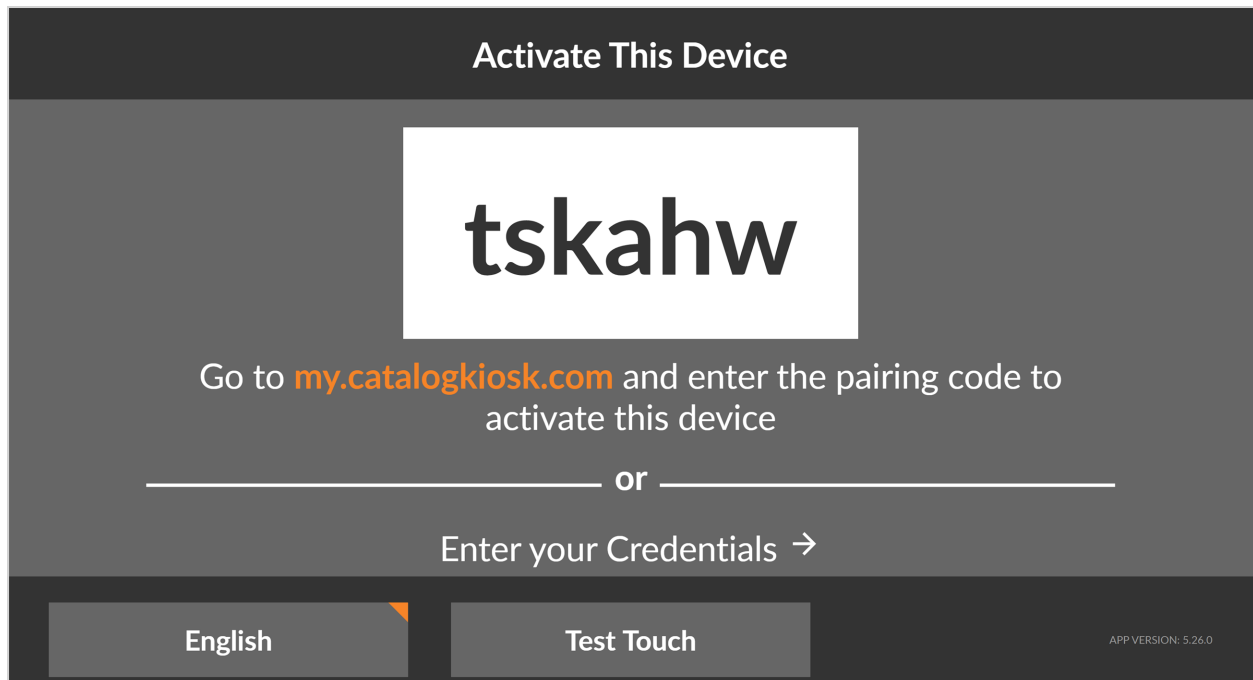
1. Load the Catalog App onto your device. Installation instructions.

- Install on an iPad Tablet
- Install on a Windows Tablet
- Install on an Android Tablet
- Install on a 42" or Larger Touchscreen
- Install on a 22" ELO Touchscreen

[Review hardware options, firewall settings, and more.](#)

2. Pair your device. Pairing instructions.

Pair by Code

1. In a web browser, log in to my.catalogkiosk.com.

2. Click **Devices** in the top navigation.

3. Click **Add New Device**.

4. Enter a device name, timezone, and device group from which to adopt the device's initial settings.

5. Enter the 6-digit pairing code displayed on your device.

6. Click **Finish**.

Pair by Credentials

Enter the same username and password you use to log in to my.catalogkiosk.com. If you do not remember your username or password, click "Forgot Password" on the my.catalogkiosk.com login page to reset it.

[Learn more about pairing your devices.](#)

Once paired, all product data will be downloaded onto your device for maximum performance and offline availability.

This process can take up to 20 minutes.

2. Set up the Attractor Screen

The Attractor screen invites customers to tap on your device and begin their Catalog App experience.
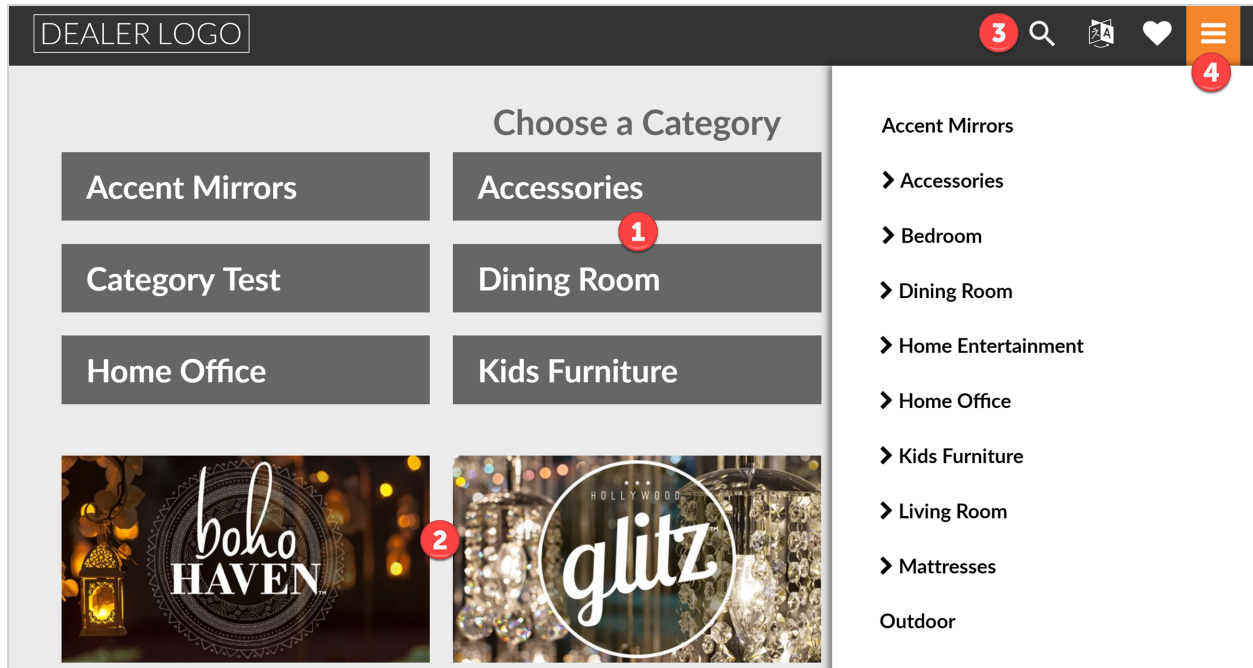
Add your store logo and select your Attractor screen.

1. Log in to my.catalogkiosk.com.

2. Click **Devices** in the top navigation.

3. Click your **Device Group's** gear icon on the right.

4. Open the **Branding** drop-down menu.

5. Upload or enter a link to your logo, and choose an Attractor screen.

Learn more about creating device groups and customizing your Catalog App.

3. Set up Product Navigation

After tapping on the Attractor screen, customers can browse by:

1. Product Category/Subcategory. Edit categories and product assignments.

   > 1. Log in to my.catalogkiosk.com.
   >
   > 2. Click **Content** in the top navigation.
   >
   > 3. Click **Categories**.
   >
   > 4. Click **Create Category** to create a new category.
   >
   > 5. Select an existing category to open the edit screen.
   >
   > Learn more about adding, editing, and deleting categories.

2. Scene Collections. Assign and Create Scene Collections.

   > 1. Log in to my.catalogkiosk.com.
   >
   > 2. Click **Devices** in the top navigation.

3. Click your **Device Group's** gear icon on the right.

4. Open the **Catalog and Scene Collection Assignment** drop-down menu.

5. Enable **Brand** and/or **Account Scene Collections**, and select your desired collections to display them for this device group.

To create your own Account Scene Collections:

1. Click **Content** in the top navigation.

2. Click **Scene Collections**.

3. Click **New** to create a new Scene Collection.

Learn more about creating and assigning scene collections.

3. Search bar. Learn about Extended Search.

Use the search bar to search products by name, SKU number, description, or series number. With extended search capabilities, customers can enter in a search query and then filter their results by:

- Price
- Brand
- Color
- Material
- Design
- Style
- Height
- Width
- Depth

CATEGORIES

Living Room Packages

Accent Chairs

Chairs

Show More Options...

PRICE   from **$0** to **$14000**

BRAND

Ashley Furniture

COLOR

STYLE

Outdoor

Traditional

- Weight

- Custom fields, such as bed size

- Direct Express Shipping

4. Hamburger menu. Learn more about this menu.

This simple menu allows your customers and sales associates to quickly jump from category to category. Using the hamburger menu is the fastest way to navigate throughout the Catalog App.

Further into the Catalog App, customers can explore category groups.

Learn more about category groups.

Groups are a visual shopping concept with product hotspots, directly applied to full-screen imagery. Groups are available in all major furniture categories. Shoppers can simply tap on product hotspots to learn more, change quantities, select product variations, and conveniently add products to the cart.
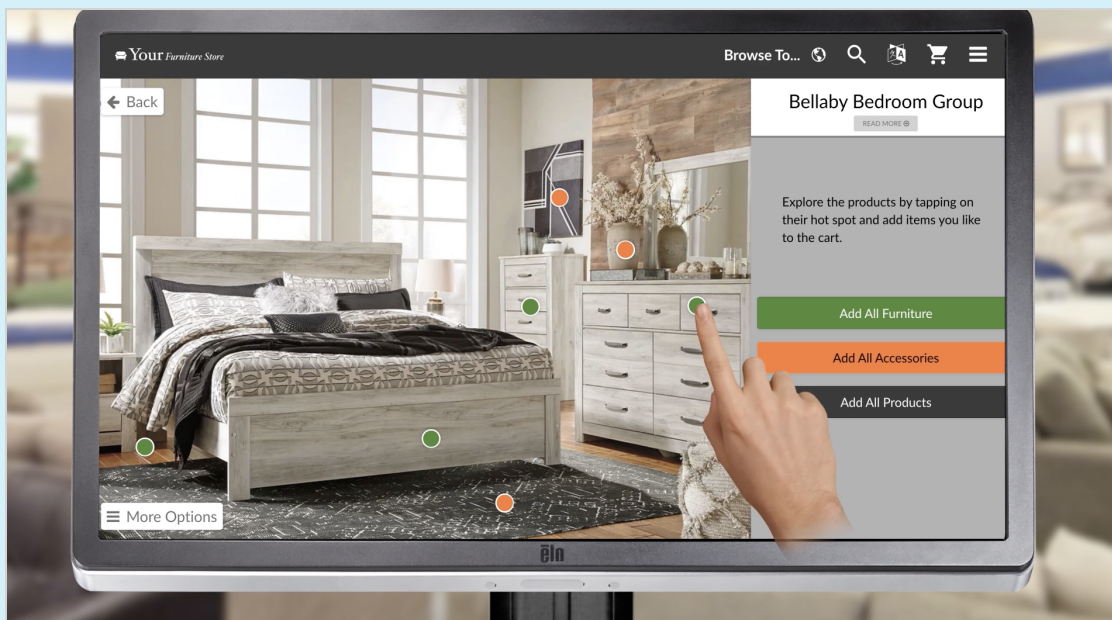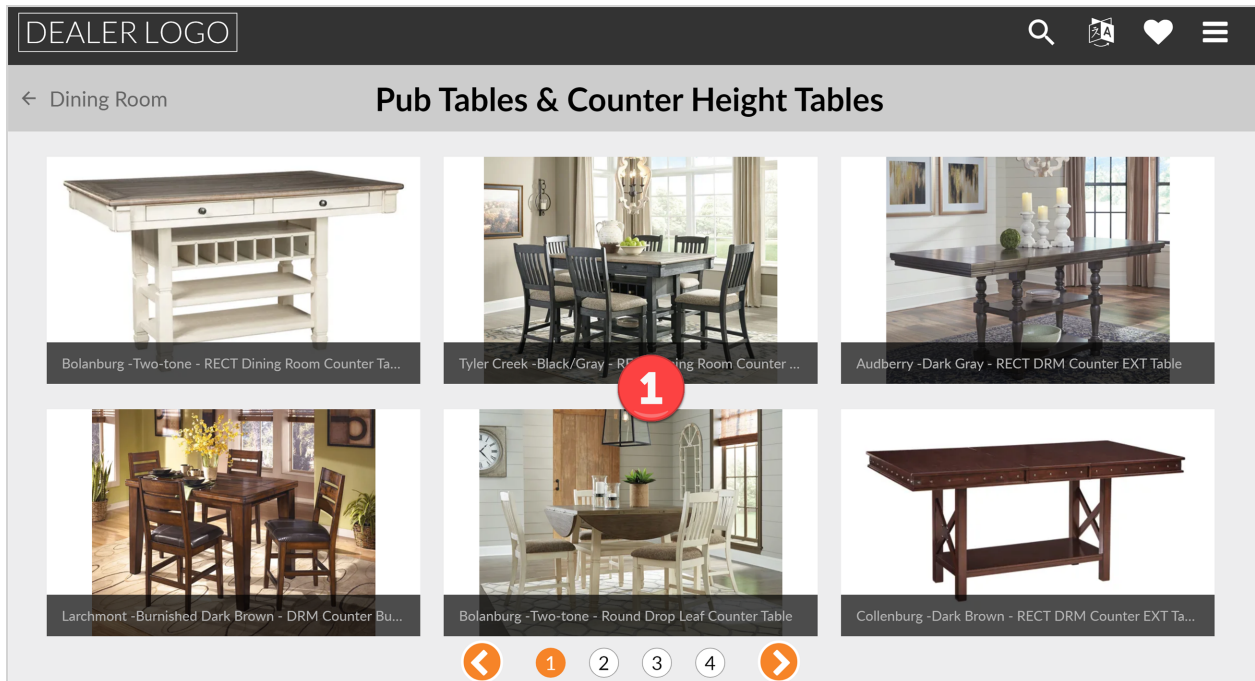
[Learn more about using the category groups to increase upselling and cross-selling opportunities.](#)
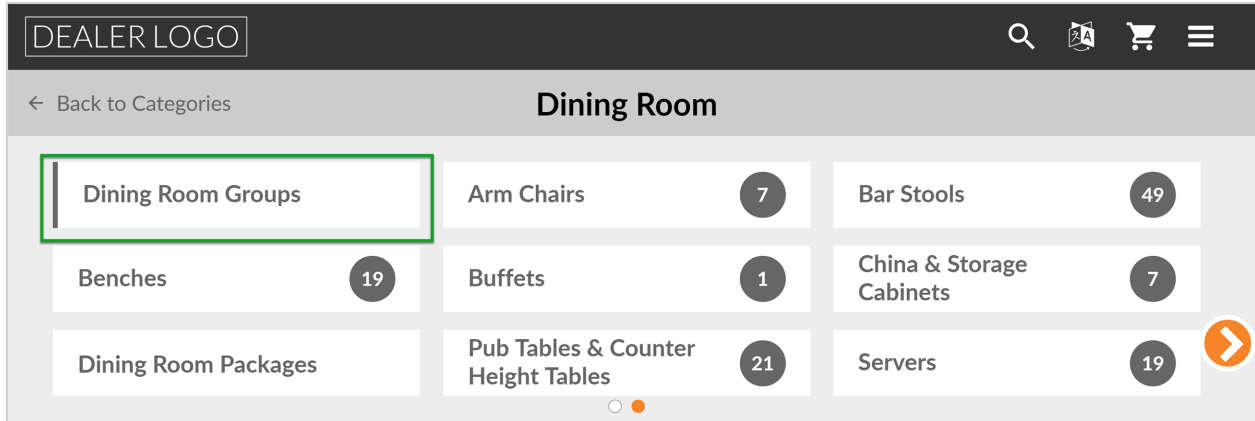
4. Edit Product Display

After tapping on a category, customers can:

1. Search available products. Edit or create additional product catalogs.

> In order to display products on your Catalog App, you must have at least one active catalog. An initial catalog including all of your products is set up and assigned to your device group by default.

1. Log in to my.catalogkiosk.com.
2. Click **Content > Catalogs** in the top navigation.
3. Click **Create Catalog**.
4. Enter catalog details, assign products, and save your new catalog.
5. Click **Devices** in the top navigation.
6. Click your **Device Group's** gear icon on the right.
7. Open the **Catalog and Scene Collection Assignment** drop-down menu and select your catalog to display it for this device group.

Learn more about creating your product catalogs.

2. Zoom in/out to see further product details.

3. View additional product images. Add additional images to a product.

> 1. Log in to my.catalogkiosk.com.
>
> 2. Click **Content > Products** in the top navigation.
>
> 3. Search for and select a product.
>
> 4. Click **Details** in the left navigation menu.
>
> 5. Edit product information or add/edit product images.
>
> Learn more about adding and editing product images here.

4. See the description and additional specs. Update a product's description and specs.

> 1. Log in to my.catalogkiosk.com.
>
> 2. Click **Content > Products** in the top navigation.
>
> 3. Search for and select a product.
>
> 4. Click **Details** in the left navigation menu.
>
> 5. Edit product details.
>
> Learn more about editing product details here.

5. Click the buttons below product images to see associated products. <u>Edit product associations.</u>

> 1. Log in to <u>my.catalogkiosk.com</u>.
>
> 2. Click **Content > Products** in the top navigation.
>
> 3. Search for and select a product.
>
> 4. Click **Related Products** in the left navigation menu.
>
> 5. Select the **Accessories**, **Complete Your Set**, or **Series** tab.
>
> 6. Click **Choose Products** to search for and select products, or upload a csv of products.
>
> 7. Click **Add Selected Products**.

6. View real-time warehouse inventory availability. <u>Activate warehouse inventory availability</u>.

> 1. Log in to <u>my.catalogkiosk.com</u>.
>
> 2. Click **Devices** in the top navigation.
>
> 3. Click your **Device Group's** gear icon on the right.
>
> 4. Click **Settings**.
>
> 5. Open the **Advanced Configuration** drop-down menu.
>
> 6. Enable **Show Stock Amount**.
>
> <u>Learn more about advanced settings here.</u>

7. Review the price label for List, Retail, and Custom product pricing. <u>Learn more about setting up Catalog App pricing.</u>

5. Configure Text, Email, and Customer Data Collection

Customers can send products via text message or email to friends and family for review and approval before purchase by using the Send to Email or Send to Mobile buttons located under the product price label. Emails and texts sent omit SKUs and prices to prevent cross-shopping. Set up your store's contact information for outgoing emails/text messages.

1. Log in to my.catalogkiosk.com.

2. Click **Devices** in the top navigation.

3. Click your **Device Group's** gear icon on the right.

4. Click **Settings**.

5. Click **Store-to-Shopper Communication**.

This feature allows you to make more deals and collect valuable customer information in the process. The disclaimer on outgoing messages also allows you to use this data for remarketing (always check your local laws before using customer data).

← File Cabinets and Carts

Townser - Grayish Brown - File Cabinet

| Description | Specs |

Inspired by the timeless appeal of American classic furnishings—where clean lines, sturdy silhouettes and thoughtful detailing speak volumes—this home office file cabinet revisits tradition in style. Rough milled pine wood is naturally textured and enhanced by a deep finish with gray undertones. With integrated power plug-in and dual USB charging slots, Townser is right up to speed with your high-tech needs.

Product Features

- Made of solid wood
- Aged pewter-tone hardware
- 1 smooth-gliding drawer

DIRECT EXPRESS BY ASHLEY

Rental Term

Rate **$210**⁹⁹ per week   List Price $810.00

Term: 12 weeks   Your Price $710.56

Complete your set   Accessorize   More in this series   Room Ideas

Send To Email   Send To Mobile   Add to Favorites

Send To Email

myfriend@opportunity.com

To My Friend

Salesman Jim Helped Me

Check out this piece!

⊙ I have read and agree to the terms

By selecting this box, you are providing Suntime express consent to receive electronic messages to the above stated email address with information relevant to Suntime, including information about Suntime's products and services, delivered to you by electronic message using an automated system. You are not required to provide this consent and providing consent is not a condition of purchasing property, goods or services. To stop receiving electronic messages, you may follow unsubscribe instructions included in each message or reply to messages sent by Suntime and request removal of the above stated email address.

Send

6. Configure Shopping Carts

With a single tap, customers can add products to their cart. If you would like to create specific product presentations, create and save multiple shopping carts that you can pull up and display to customers at any time.

Your Cart

Save Cart   Send To Email   Send To Mobile   ④

☆ Go to Saved Carts

② 1   ①   Item   Toletta - Granite - LAF Zero Wall Recliner, Console with Storage, Armless Chair (2), Wedge & RAF Zero Wall Recliner   ✕
Model #   56703/40/57/46(2)/77/41
Weight   414 lbs
Price $ 2,234.88
Rate: $2678.82 per week (1 weeks)

1   Item   Ainslie - Bronze - Metal Table Lamp (2/CN)   ③ ✕
Model #   L208034
Weight   17 lbs
Dimensions   13.06"W x 9.5"D x 32.5"H

1   Item   Cadence - Neutral - Medium Rug   ✕
Model #   R316002
Weight   22.4 lbs

Clear Cart   **Start Order**

1. Tap on an image in the cart to review product details. Configure your cart appearance.

   1. Log in to my.catalogkiosk.com.

   2. Click **Devices** in the top navigation.

   3. Click your **Device Group's** gear icon on the right.

   4. Click **Settings**.

   5. Open the **Cart Configuration** drop-down menu.

   Learn more about configuring the way your cart appears to your customers

2. Change product amounts.

3. Remove products from the cart.

4. Share the cart via email or mobile.

7. Check Out Customers

Customers can click the **Start Order** button to send cart information to your checkout counter or service desk.

Your Cart

Save Cart   Send To Email   Send To Mobile

☆ Go to Saved Carts

3	Item	**Brashland - White - Five Drawer Chest**	✕
	Model #	**B740-46**	
	Weight	**193 lbs**	
	Dimensions	**44.13"W x 20"D x 55.5"H**	
	Price	**$ 1,810.56 x3 ($5,431.68)**	
		Rate: $1232.97 per week (12 weeks)	

1	Item	**Brashland - White - King Panel Bed**	✕
	Model #	**B740/58/56/97**	
	Weight	**222 lbs**	
	Price	**$ 1,831.68**	
		Rate: $532.97 per week (12 weeks)	

	Item	**Brashland - White - Dresser & Mirror**	✕

Total Price $13,200.64

Rate: $3608.81 per week (12 weeks)

Clear Cart   **Start Order**

The information sent displays who picked which items, and on which device.

Customer First Name	Customer Last Name
Email (Optional)	(855) 408-9966
Who was helping you today? (Optional)	
Notes (Optional)	

☐ I have read and understand the terms & conditions of this transaction.

Submit

> Activate Ashley Direct ordering to automatically transfer the order from the Catalog App to Ashley Direct. From there, all you have to do is confirm the order.

Extra Customization

Link to External Websites

Display links to customer financing plans, your social media, or furniture protection plans right from your Catalog App. Add links to other websites.

1. Log in to my.catalogkiosk.com.
2. Click **Devices** in the top navigation.
3. Click your **Device Group's** gear icon on the right.
4. Click **Settings**.
5. Open the **Advanced Configuration** drop-down menu.
6. Add websites to the **External Websites** section of the screen.

Learn more about including external website links to your Catalog App.
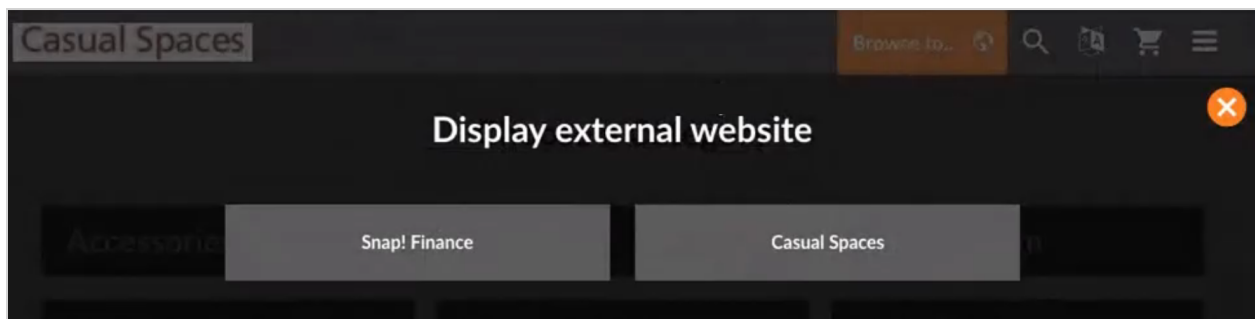
Change the Language

Customers can change the language in a pinch by clicking the language icon at the top of the screen.

After a period of idleness, the Catalog App automatically returns to its default language.

 Set the default language.

1. Log in to my.catalogkiosk.com.

2. Click **Devices** in the top navigation.

3. Click your **Device Group's** gear icon on the right.

4. Click **Settings**.

5. Open the **Advanced Configuration** drop-down menu.

6. Select your default language from the drop-down menu.