

JB CASES Catalog

Management manual

(c) Willem A. Schreuder, functionality, 15 september 2014 - last update 19 september 2014

The screenshot shows a web-based management interface for JB CASES. At the top, the title "JB CASES" is displayed in large, stylized letters with a red and orange floral pattern. Below the title, the heading "Site Management" is centered. Under "Site Management", there are three buttons: "Cases", "Collections", and "Price categories". A horizontal line separates this from the "SITE STATISTICS" section. The "SITE STATISTICS" section contains the text "Below you'll find some statistics" followed by a bulleted list:

- There are 764 directories
- There are 13507 images
- There are 1 self-defined collections

A second horizontal line separates this from the "SCHEDULE A CATALOG SCAN" section. The "SCHEDULE A CATALOG SCAN" section contains the text "This wil schedule a scan of the whole /catalog/ tree and do a clean-up afterwards!" followed by a bulleted list:

- New and renamed files and directories will be added to the database.
- Files and directories that no longer exist on the server will be deleted from the database.
 - .JPG files will be renamed to .jpg
 - Invalid .jpg files will be removed (no image)
- The last scan was performed on 18.09.2014 at 16:50 hours.
 - This took 7 seconds

A third horizontal line separates this from the "SCAN IS ALREADY SCHEDULED" section. The "SCAN IS ALREADY SCHEDULED" section contains the text "This means that a scan will be started within 5 minutes or sooner. The system will automatically check every 5 minutes if a scan is necessary." Below this, the heading "SCAN IS ALREADY BUSY" is shown, followed by the text "This means that a scan is in progress at the moment." At the bottom of the page, there is a copyright notice: "JB CASES™ — John Barton Cases™ — UltraPad™ — Rugged Cases™ — All images and text on this site are copyright ©2010 - 2014 by John Barton unless otherwise indicated, all rights reserved." Below the copyright notice, there is a footer with the text "Built by [functionalCity](#) bv — [Willem A. Schreuder](#) — [in](#)".

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Introduction

You're holding the manual for the management module of the JB Cases Catalog software. This document describes what the Information System (IS) encompasses and how to perform several managerial tasks using this catalog management software.

The Problem

JB Cases is in the business of building cases to protect cues. Most of the cases are made to user specifications. JB Cases wants to display those cases on the internet but since they've been at it for a while the number of cases exceeds 700 and the number of individual images exceeds 13000. The internet pages are created manually and due to the large amount of data (cases, individual images, different prices, options and so on) it has become a problem to manage the information pertaining to the cases in an efficient way.

The Question

After talking to John Barton of JB Cases, discussing the problem in more detail, the following „need to have” functionality has been identified:

John wants software that assists in managing the large amount of data and that also can automatically create a catalog of all cases so that potential customers can easily navigate through them to get an idea of the cases JB Cases has to offer by viewing previous work.

Adding new cases should be as easy as placing images in a new directory on the server by means of FTP. The software should take care of the rest.

There should be a way to place a case in a price category so that the price for a group of cases can be changed by simply changing the price for the price category.

There should be a way to create a collection of cases to help the user chooses based on some criterion depending of the name and contents of the collection. Examples are: „Red cases”, „Tube cases”, „Butterfly cases”, „Cases below \$500”. Collections can appear at any level in the catalog.

There should be a way to describe a case and set the price category. It must also be possible to put a hyperlinks in the description of a case. Such a hyperlink will take the user to a new page somewhere on the internet, the page opens in a new window.

There should be a way to easily get the correct direct link to a case and its detailed images to send by SMS, facebook, what have you.

There should be a way to generate special links for usage on fora, this should be a collection of links to all the images pertaining to one individual case.

There should also be a way to automatically generate an eMail with a direct link to an individual case. This is for customers that use an email client on their PC or smart device.

Nomenclature

CASE - Either a Tube or a Butterfly type case

SERVER DIRECTORY - The directory containing all the images of one unique case

CATALOG IMAGE - An image representing the case (the 1st one in a case directory)

DETAILED IMAGE - All the other images in a case directory

COLLECTION - A collection of 1 or more cases, shown at the top of a page

COLLECTION IMAGE - The image that represents the collection

PRICE CATEGORY - A category name describing a price

[TEXT] - A button on the webpage

Webpage Name - A management page on the server

Section Name - A section in this manual

File and directory naming conventions

Be careful in naming files and directories. **Only use the numbers [0..9], the letters [a..z] and [A..Z] and finally the dash (minus sign).** As an example, I came upon a few .jpg images where the name started with a hast-tag. That will break the IS! It took me some debugging to find out why the images didn't show up.

There are **two special directories**, /catalog/_functionality and /catalog/_colimages that are needed to make the software work. The first one contains the software, the second one contains the images - placed there by you John - that can be used as „Collection Images”.

The structure of this manual

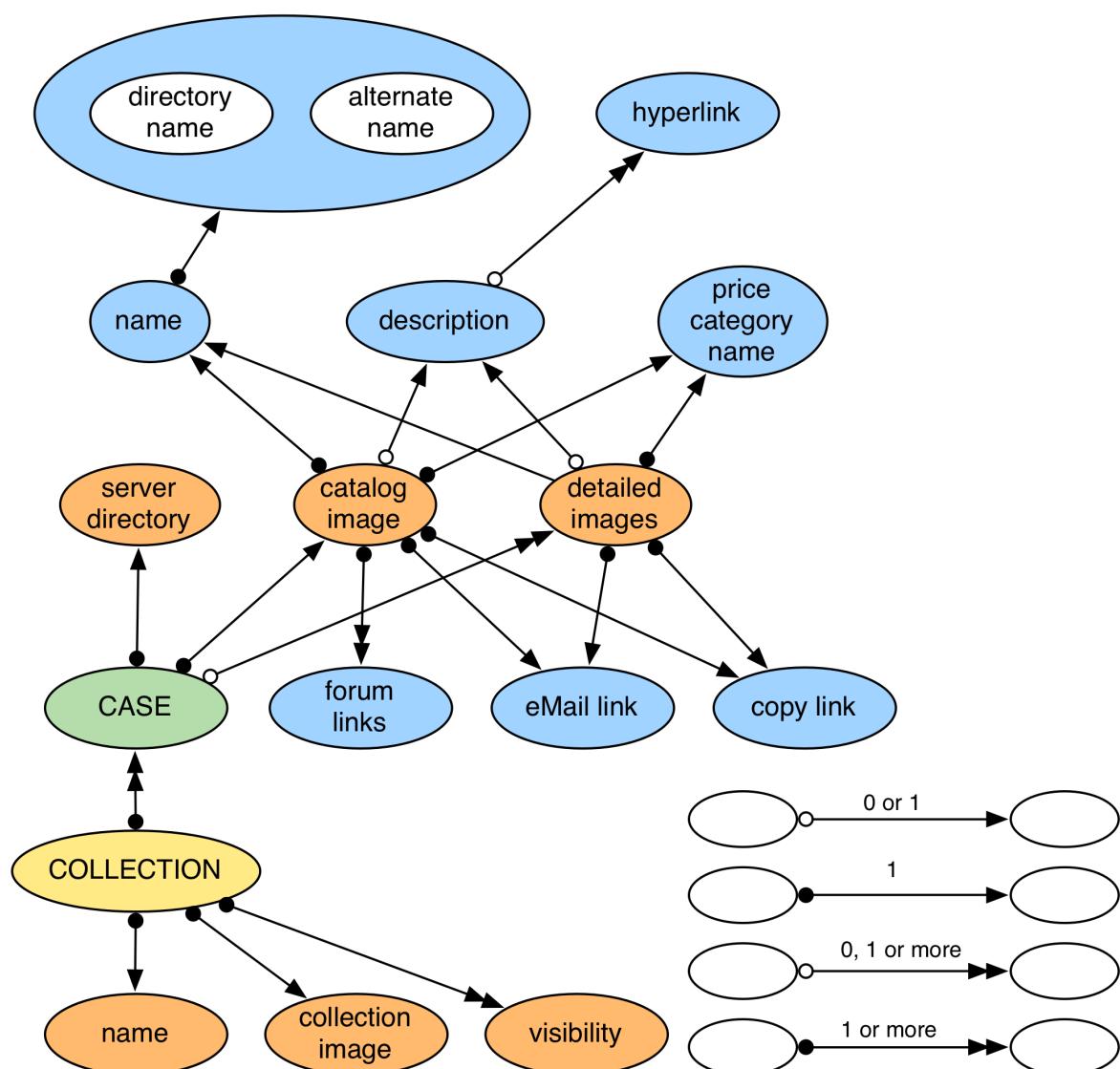
How to operate the IS is explained based on what you want to achieve with what. For instance: „Adding a Case”, „Removing a Price Category”, „Setting where a Collection should be shown” and so on.

Known problems

There is only one known to me, the 405 error when attempting to rescan the harddrive. On Monday 15 September 2014 at around 18:20 my time I talked to Ron from Hostgator for 54 minutes. He couldn't tell me what happens and couldn't find any log-file stating why the server served me with a 405. He created a ticket, response will take at least 24-48 hours.

The logical relations between the various items

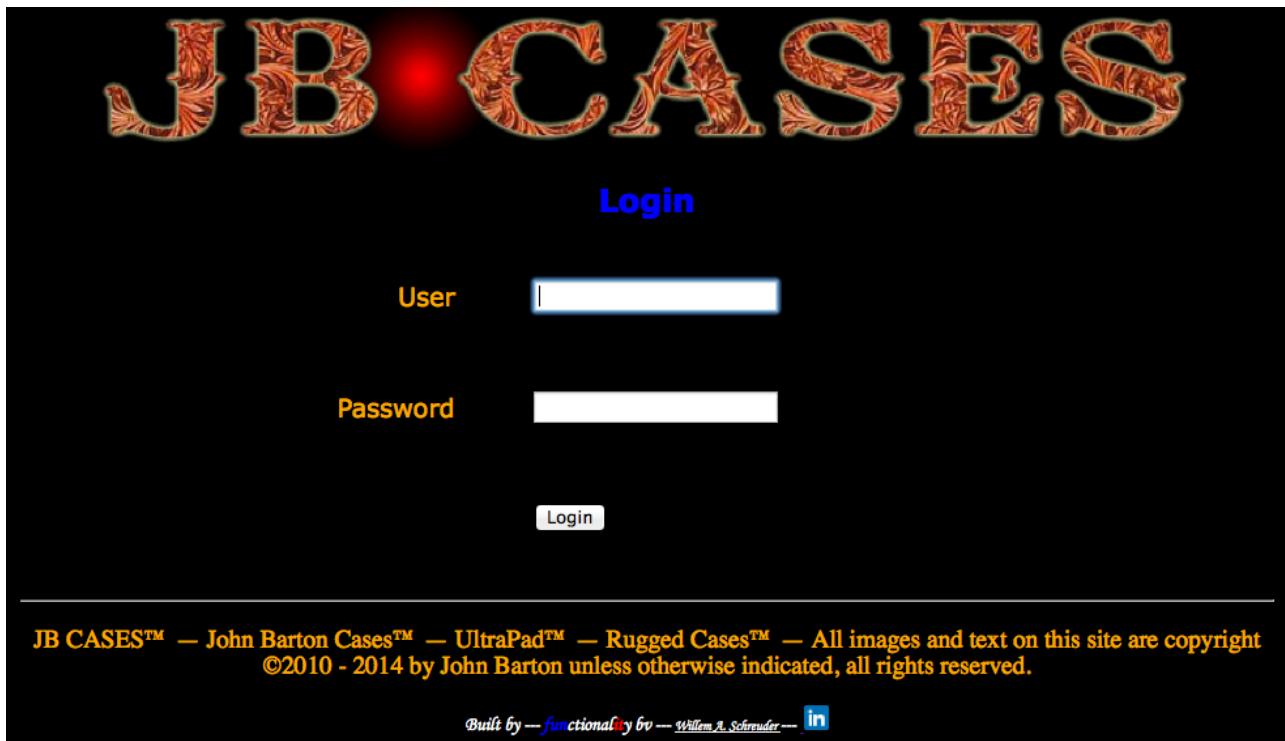
The picture below illustrates the logical relation (not DBMS) between the various items in the IS. For instance, a „CASE” has exactly 1 server directory, exactly 1 catalog image and 0, 1 or more detailed images. A „CATALOG IMAGE” has 1 name, 0 or 1 description and exactly 1 price category name attached to it. A „DESCRIPTION” has 0 or 1 or more hyperlinks.



Using the admin software

Logging in

To prevent others to make changes to the catalog without authorization you have to be logged-in to make changes. The IS tracks idle time. After 30 minutes of no activity you'll have to login again as indicated by the red light. The IS will automatically show the login screen to facilitate that. The URL to the login is <http://www.jbcases.com/admin>.



If the login is successful, you'll be taken to the main screen of the admin software as shown on the front page of this document. The green light indicates a successful login that is still valid.

Cases

Adding a new case to the catalog

A case is represented by directory containing a collection of images that show various details and / or options of that case. The first image alphabetically speaking is the image that will be used as the catalog image.

All that has to be done is create (FTP) the necessary directories with their contents on the server somewhere under the starting point /catalog/ .

To make the database aware of the added case(s), a [RESCAN NOW] must be performed.

Changing an existing case

To change the name of the case as it is presented to the user you have two options. You can change the directory name after which a [RESCAN NOW] must be performed or you can specify an alternate case name for the catalog image, see *Specifying an alternate case name* below.

Removing a case from the catalog

To remove a case from the catalog all you have to do is delete the case directory from the server and perform a [RESCAN NOW] to update the database.

Moving a case to another level in the catalog

If the FTP client supports it, just drag the remote directory to another level under the starting point /catalog/, if it doesn't then download the directory and its contents to your PC, delete the directory from the server and use FTP to place it in the new location. Finally perform a [RESCAN NOW] to update the database.

Specifying an alternate case name

From the main screen select [CASES] and the browser will show all the cases on the server grouped by their starting number/letter (left figure). As an example, let's assume we want to have the case „alex” appear as „Alex Leather Case”. Find the window that contains all cases starting with an „A”, scroll until you find „alex” and press [GO] and the browser will show all the images for the „alex” case. The first image is the catalog image (middle picture), replace „alex” by „Alex Leather Case” and press [UPDATE] to save the changes to the database. If a user now looks at the catalog, the catalog image will be called „Alex Leather Case” (right picture).

The detailed images will still be called „alex” so if you want those images to be called, let's say, „Alex Leather Case Front”, „Alex Leather Case Pockets” and so on, just change the name to the name you'd like and press [UPDATE] for each change you make.



Setting a description for (detailed) case image

Look at the middle picture above, you'll see a large white area. Just enter the text you'd like to be shown to the user and press [UPDATE] to save the changes to the database. You can add hyperlinks by entering |The text the user sees|<http://aa.bb.cc...>|.

Setting a price for (detailed) case image

Look at the middle picture above and find the drop down in the lower right corner. Setting a price is done by selecting the appropriate price category from the drop down followed by pressing [UPDATE] to save the changes to the database.

Collections

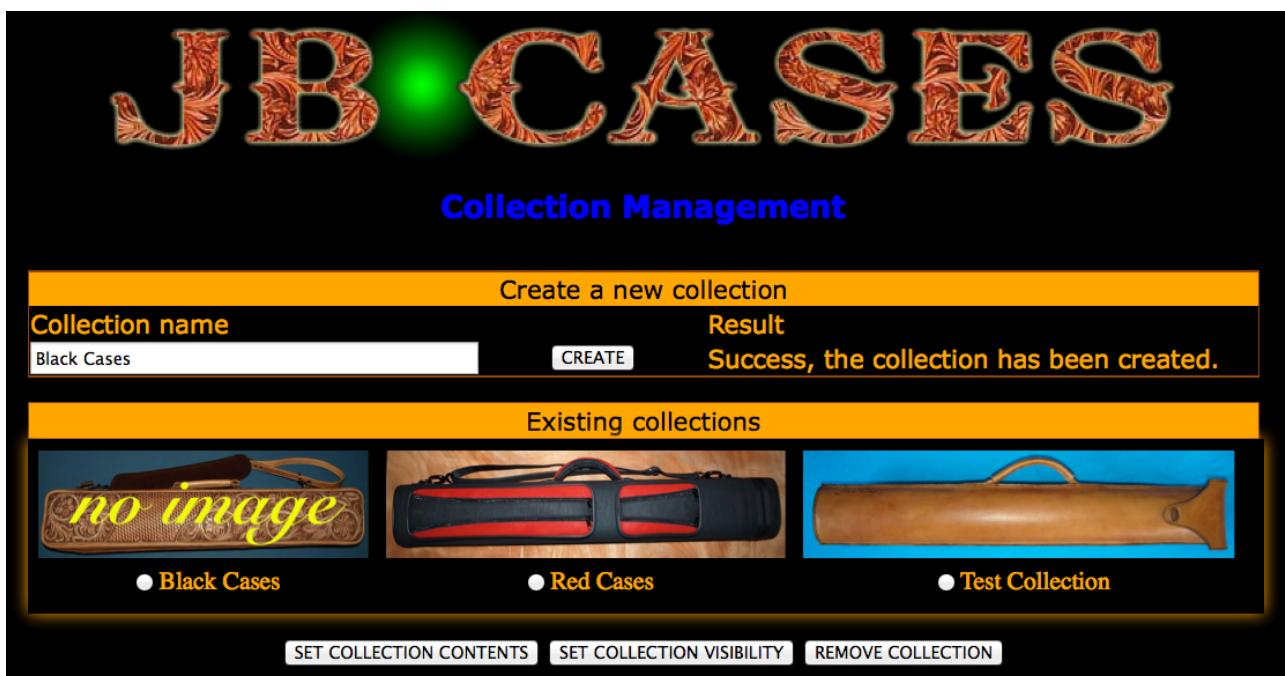
Let's start by bringing up *Collection Management* by pressing [COLLECTIONS] in *Site Management*. In this example two collections are present: „Red Cases” and „Test Collection”.

The images you can choose from come from the directory /catalog/_colimages. You must create your own custom images to represent a collection and put them in that directory. After that, perform a [RESCAN NOW] to update the database.



Adding a new collection

Let assume you want to create a collection „Black Cases”. Enter the collection name and press [CREATE] to update the database.



As you can see the creation was successful and an image „no image” is displayed. You've just created an empty collection with no contents, let's fix that. Select „Black Cases” and press [SET COLLECTION CONTENTS] to bring up the *Contents of collection “Black Cases”*.



The images you can choose from (/catalog/_colimages) are shown. Select tst_1 (never mind the color) and press [CHOOSE SELECTED IMAGE] to update the database. The *Contents of collection “Black Cases”* will be updated to reflect the choice you just made. The next step is to tell the IS which cases should be in the collection as explained in *Specifying the contents for the collection* (next section).

Specifying the contents for the collection

In *Contents of collection "Black Cases"* check the boxes below the pictures of the cases that should be in the collection and press [CHOOSE SELECTED IMAGE] to update the database. The collection is empty and the IS will tell you that as shown in the picture.

After you've selected the images of the cases you'd like to be in the collection, press the 'UPDATE COLLECTION' button below or at the bottom of the page to apply the changes.

"Black Cases" is empty

UPDATE COLLECTION



■ adobe

The „Red Case“ collection is not empty however, if we were working on that collection, the screen might look like this:

After you've selected the images of the cases you'd like to be in the collection, press the 'UPDATE COLLECTION' button below or at the bottom of the page to apply the changes.

"Red Cases" contains the following cases



bone esg fireproof-for-the-mason

UPDATE COLLECTION



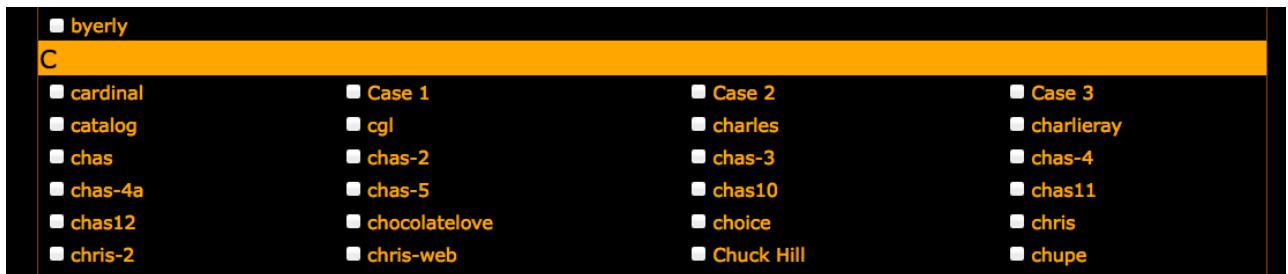
■ adobe

The next and final step is to tell the IS at which catalog levels the collection should be shown.

Specifying where the collection should be visible

Press [COLLECTIONS] to return to *Collection Management*. Select „Black Cases” and press [SET COLLECTION VISIBILITY] to go to *Visibility of collection “Black Cases”*.

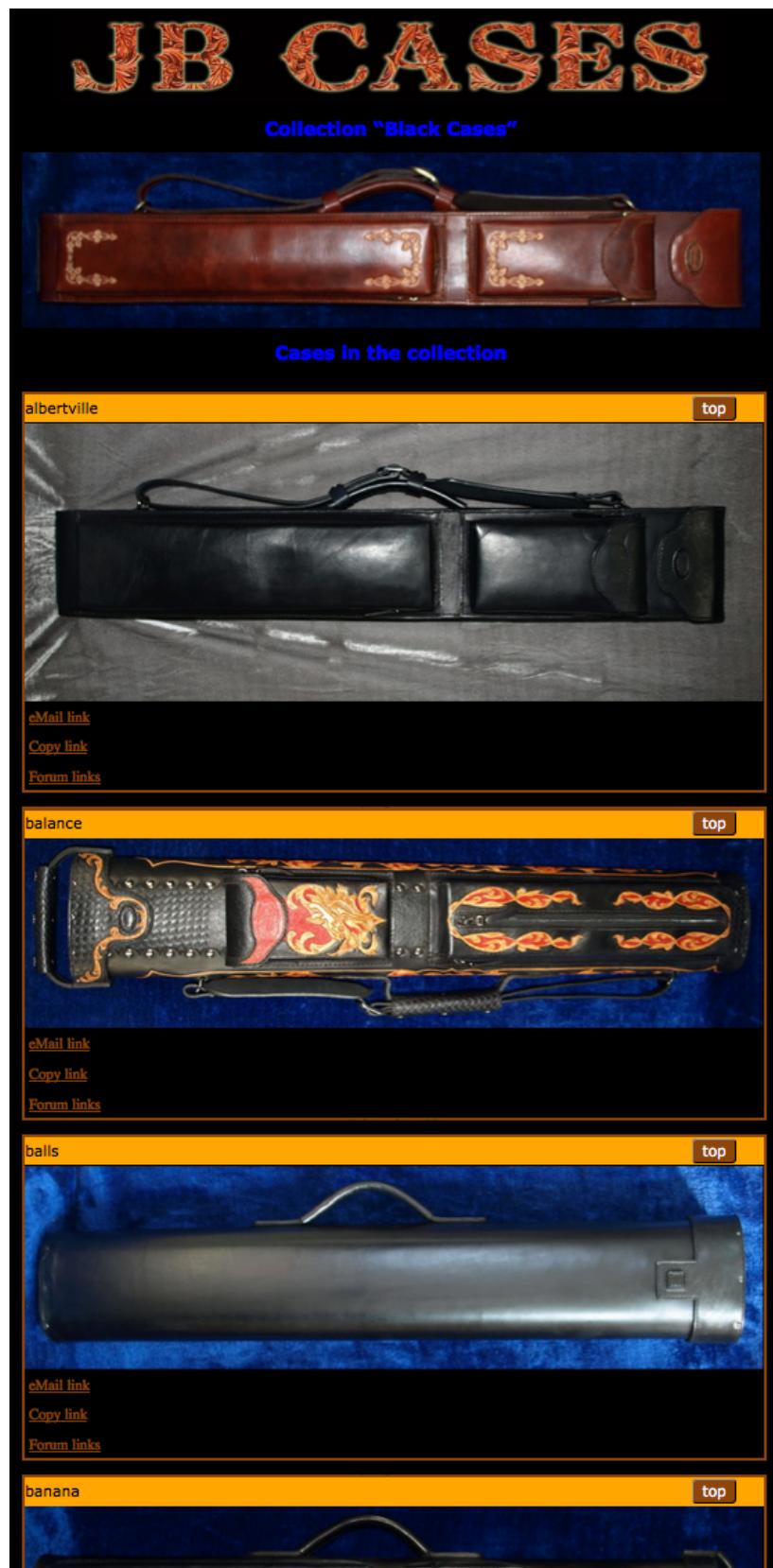
Let's assume we only want to show this collection at the catalog (highest) level. Find the directories that start with a „C”, check the „catalog” entry and press [UPDATE COLLECTION VISIBILITY] to update the database.



If a user now brings up the catalog, it will look like this:

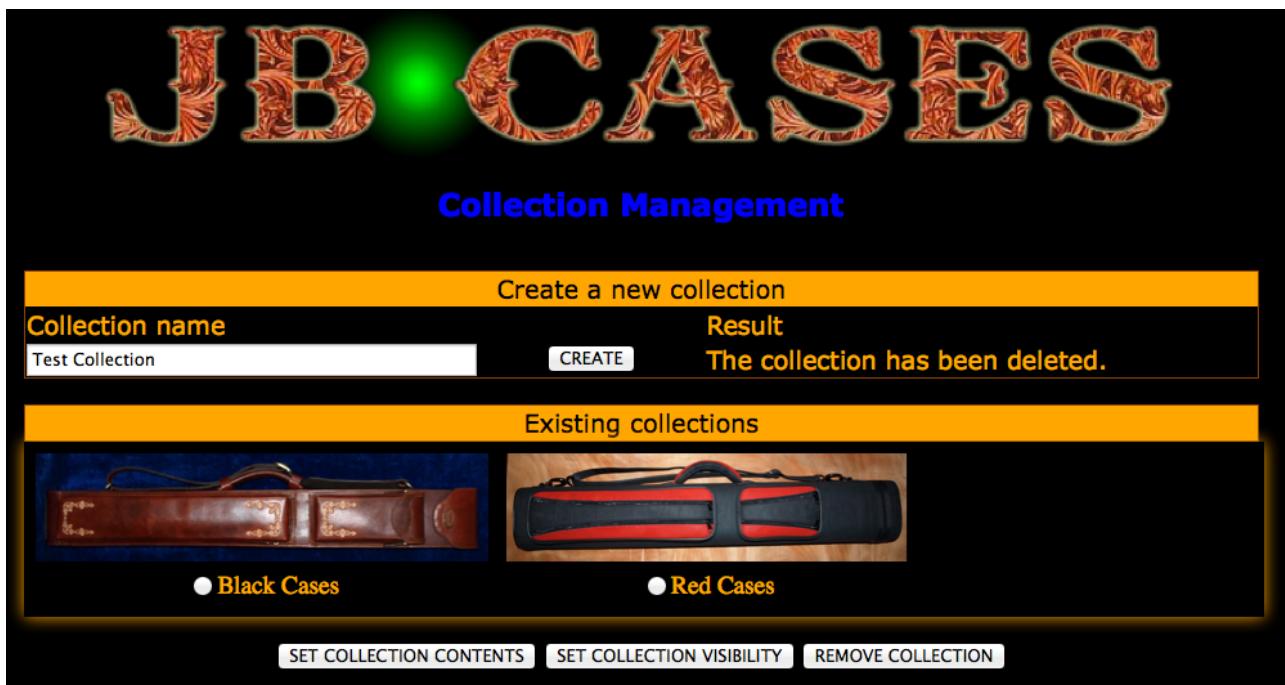


If the user clicks on the „Black Cases“ image, the collection will be opened in a new window as shown below:



Removing a collection

Press [COLLECTIONS] to return to *Collection Management*. Select „Test Collection” and press [REMOVE COLLECTION] to remove the collection from the database.



As you can see, the operation was successful. If a user now brings up the catalog, it will look like this:



Price categories

Let's start by bringing up *Price Categories* by pressing [PRICE CATEGORIES] in *Site Management*. In this example two categories are present: „— empty —” and „History 2x4”.

The — empty — category is a system default. Selecting this category will show no price to the user.

The „History 2x4” actually is a bad example because this points to a single case and the point of categories is that the name says something about the price and not about the case itself.

You should only create a price category for very special situations, something like the Palace Garden maybe and then also call it „Special 1” or „Special Palace” or something like that.

The price category a case belongs to is set in the *Cases Management* as described in the *Cases* section.

The screenshot shows the 'JB CASES' website with a dark theme. At the top, the site's logo 'JB CASES' is displayed in large, stylized letters. Below the logo, the title 'Price Categories' is centered. A yellow header bar contains the text 'Create a new price category'. The main content area has a table with three columns: 'Price Category Name', 'Price or text', and 'Result'. Under 'Price Category Name', there are two entries: '-- empty --' and 'History 2x4'. Under 'Price or text', the entry for '-- empty --' is 'empty price' and for 'History 2x4' is '\$550'. Under 'Result', there are two buttons: 'UPDATE PRICE' and 'DELETE PRICE CATEGORY'. At the bottom of the page, there is a footer bar with the text 'SITE MANAGEMENT'. The footer also includes copyright information: 'JB CASES™ — John Barton Cases™ — UltraPad™ — Rugged Cases™ — All images and text on this site are copyright ©2010 - 2014 by John Barton unless otherwise indicated, all rights reserved.' and credits for 'Built by — [functionalitY bv](#) — [Willem A. Schreuder](#) — [in](#)'.

Adding a price category

Let's add a category for cases that are priced at \$300 and call it „Leather 1”. Enter „Leather 1” as a name and \$300 as the price and press [CREATE] to update the database. The window is updated showing you the newly added category.

The screenshot shows the 'Price Categories' section of the JB CASES website. At the top, there is a header with the JB CASES logo and a green glowing effect. Below the header, the title 'Price Categories' is displayed in blue. A yellow banner at the top says 'Create a new price category'. The main form has three columns: 'Price Category Name' (containing 'Leather 1'), 'Price or text' (containing '\$300'), and a 'Result' column showing 'New category added successfully'. Below this, a table lists existing price categories: '-- empty --', 'History 2x4' (\$550), and 'Leather 1' (\$300). For each row, there are 'UPDATE PRICE' and 'DELETE PRICE CATEGORY' buttons. At the bottom of the page, there is a 'SITE MANAGEMENT' button and a copyright notice: 'JB CASES™ — John Barton Cases™ — UltraPad™ — Rugged Cases™ — All images and text on this site are copyright ©2010 - 2014 by John Barton unless otherwise indicated, all rights reserved.' There is also a footer note: 'Built by — [functionality bv](#) — [Willem A. Schreuder](#) — [in](#)'.

Changing an existing price category

Let's change the price for „Leather 1” to \$325 by entering the new price under existing price categories and press [UPDATE PRICE] to update the database.

The screenshot shows the 'Price Categories' section of the JB CASES website. The interface is similar to the previous screenshot, with the 'Price Categories' title and 'Create a new price category' banner. The main form shows 'Leather 1' with '\$325' entered. The 'Result' column shows 'Price updated successfully'. Below, the table lists existing price categories: '-- empty --', 'History 2x4' (\$550), and 'Leather 1' (\$325). For each row, there are 'UPDATE PRICE' and 'DELETE PRICE CATEGORY' buttons. At the bottom, there is a 'SITE MANAGEMENT' button.

As you can see the operation was successful.

Removing a price category

Let's remove the „Leather 1” price category by pressing [DELETE PRICE CATEGORY] to update the database.

Create a new price category		
Price Category Name	Price or text	Result
Leather 1	\$325	CREATE
		Price category removed successfully

Existing price categories			
-- empty --	empty price	UPDATE PRICE	DELETE PRICE CATEGORY
History 2x4	\$550		

[SITE MANAGEMENT](#)

As you can see the operation was successful.

SCANNING THE CATALOG

Preface

This process has been completely rewritten because the html version resulted in problems with nginx 1.6.1 which Hostgator was unable to solve.

It is now a program that runs on the server as a scheduled job (cron job). I've programmed it in such a way that the IS checks every 5 minutes if a scan is needed and if so, the scan will run automatically (and a lot faster).

Telling the IS a scan is needed

You must tell the IS that a scan is needed because you've added and / or deleted files and / or directories. Just press [\[SCHEDULE A CATALOG SCAN\]](#) and a scan will start within the next 5 minutes.

The screenshot shows the 'JB CASES' website's 'Site Management' section. At the top, there's a decorative banner with the text 'JB CASES'. Below it, the 'Site Management' menu includes 'Cases', 'Collections', and 'Price categories'. A horizontal line separates this from the 'SITE STATISTICS' section, which displays the following statistics:

- There are 764 directories
- There are 13507 images
- There are 1 self-defined collections

A second horizontal line separates this from the 'SCHEDULE A CATALOG SCAN' section, which contains the following text:

This will schedule a scan of the whole /catalog/ tree and do a clean-up afterwards!

- New and renamed files and directories will be added to the database.
- Files and directories that no longer exist on the server will be deleted from the database.
 - .JPG files will be renamed to .jpg
 - Invalid .jpg files will be removed (no image)
- The last scan was performed on 18.09.2014 at 16:50 hours.
 - This took 7 seconds

A third horizontal line separates this from the 'SCAN IS ALREADY SCHEDULED' section, which contains the following text:

This means that a scan will be started within 5 minutes or sooner. The system will automatically check every 5 minutes if a scan is necessary.

The 'SCAN IS ALREADY BUSY' section is shown below, indicating that a scan is in progress.

[SCHEDULE A CATALOG SCAN](#)

At the bottom, a copyright notice reads: 'JB CASES™ — John Barton Cases™ — UltraPad™ — Rugged Cases™ — All images and text on this site are copyright ©2010 - 2014 by John Barton unless otherwise indicated, all rights reserved.' Below this, a footer notes: 'Built by — [functionalisty bv](#) — [Wolfram A. Schröder](#) — [In](#)'.

A scan has been scheduled

If a scan has already been scheduled, you can't schedule another one until the scheduled scan is completed. If this is the case, the IS will tell you and will not show you the button [SCHEDULE A CATALOG SCAN].

The screenshot shows the 'JB CASES' website with a black background and orange/red text. At the top, it says 'JB CASES' in large letters. Below that is a 'Site Management' section with three buttons: 'Cases', 'Collections', and 'Price categories'. Underneath is a 'SITE STATISTICS' section with the text 'Below you'll find some statistics' and a bulleted list: '• There are 764 directories', '• There are 13507 images', and '• There are 1 self-defined collections'. Below that is a 'SCHEDULE A CATALOG SCAN' section with the text 'This wil schedule a scan of the whole /catalog/ tree and do a clean-up afterwards!' and a bulleted list: '• New and renamed files and directories will be added to the database.', '• Files and directories that no longer exist on the server will be deleted from the database.', '• .JPG files will be renamed to .jpg', '• Invalid .jpg files will be removed (no image)', and '• The last scan was performed on 18.09.2014 at 16:50 hours.', '• This took 7 seconds'. Then there's a 'SCAN IS ALREADY SCHEDULED' section with the text 'This means that a scan will be started within 5 minutes or sooner. The system will automatically check every 5 minutes if a scan is necessary.' Below that is a 'SCAN IS ALREADY BUSY' section with the text 'This means that a scan is in progress at the moment.' At the bottom, it says 'SCAN IS ALREADY SCHEDULED' in red, followed by a 'REFRESH STATUS' button. The footer contains copyright information: 'JB CASES™ — John Barton Cases™ — UltraPad™ — Rugged Cases™ — All images and text on this site are copyright ©2010 - 2014 by John Barton unless otherwise indicated, all rights reserved.' and 'Built by — [functionalitY bv](#) — [Willem A. Schreuder](#) — [in](#)'.

You can press [REFRESH STATUS] to check if the scan has completed.

A scan is busy

If the IS is performing a scan at the moment, you can't schedule another one until the current busy scan is completed. If this is the case, the IS will tell you and will not show you the button [SCHEDULE A CATALOG SCAN].

The screenshot shows the 'JB CASES' website with a black header featuring the brand name in large, red, stylized letters. Below the header is a green circular progress bar. The main content area is titled 'Site Management' in blue. It includes three buttons: 'Cases', 'Collections', and 'Price categories'. A horizontal line separates this from the 'SITE STATISTICS' section, which contains the text 'Below you'll find some statistics' and a bulleted list: '• There are 764 directories', '• There are 13507 images', and '• There are 1 self-defined collections'. Another horizontal line separates this from the 'SCHEDULE A CATALOG SCAN' section, which contains the text 'This wil schedule a scan of the whole /catalog/ tree and do a clean-up afterwards!' and a bulleted list: '• New and renamed files and directories will be added to the database.', '• Files and directories that no longer exist on the server will be deleted from the database.', '• .JPG files will be renamed to .jpg', '• Invalid .jpg files will be removed (no image)', '• The last scan was performed on 18.09.2014 at 16:50 hours.', and '• This took 7 seconds'. A third horizontal line separates this from the 'SCAN IS ALREADY SCHEDULED' section, which contains the text 'This means that a scan will be started within 5 minutes or sooner. The system will automatically check every 5 minutes if a scan is necessary.' A fourth horizontal line separates this from the 'SCAN IS ALREADY BUSY' section, which contains the text 'This means that a scan is in progress at the moment.' and a red 'SCAN IS ALREADY BUSY' heading. Below this is a 'REFRESH STATUS' button. At the bottom of the page, there is a copyright notice: 'JB CASES™ — John Barton Cases™ — UltraPad™ — Rugged Cases™ — All images and text on this site are copyright ©2010 - 2014 by John Barton unless otherwise indicated, all rights reserved.' and a footer note: 'Built by — [functionalitY](#) bv — [Willem A. Schreuder](#) — [in](#)'.

You can press [REFRESH STATUS] to check if the scan has completed.

Checking scan results and status

As explained above, the IS checks every 5 minutes if a scan should be done or not. The fact that the IS has checked this as well as the results from the scanning process (like errors, number of files scanned and so on) are written to a log file. The name of the logfile is /catalog/_functionality/scan_ssh_log.txt.

To check if the process still gets performed every 5 minutes check if there are lines looking like the one below appearing every 5 minutes.

```
2014 09 18 05:05:02 -- CHK  
2014 09 18 05:10:01 -- CHK  
2014 09 18 05:15:01 -- CHK  
2014 09 18 05:20:02 -- CHK  
2014 09 18 05:25:01 -- CHK  
2014 09 18 05:30:01 -- CHK
```

This means the IS checked if a scan was necessary and it wasn't. Typical output of a performed scan might look like the lines shown below.

```
2014 09 18 05:00:01 -- -----  
2014 09 18 05:00:01 -- ***** START SCAN PROCESSES *****  
2014 09 18 05:00:01 -- There are 764 directories under /catalog  
2014 09 18 05:00:01 -- There are 13507 images under /catalog  
  
2014 09 18 05:00:01 -- START SCANNING /catalog  
2014 09 18 05:00:09 -- There are NOW 759 directories under /catalog : change = -5  
2014 09 18 05:00:09 -- There are NOW 13507 images under /catalog : change = 0  
2014 09 18 05:00:09 -- Scanning took 8 seconds on 18.09.2014 at 17:00 hours.  
2014 09 18 05:00:09 -- DONE SCANNING /catalog  
  
2014 09 18 05:00:09 -- START RENAME .JPG TO .jpg PROCESS  
2014 09 18 05:00:10 -- DONE RENAME .JPG TO .jpg PROCESS, 0 .JPG FILES HAVE BEEN RENAMED  
  
2014 09 18 05:00:10 -- START REMOVE .jpg WITH NO WIDTH (NOT AN IMAGE)  
2014 09 18 05:00:10 -- DONE REMOVE .jpg WITH NO WIDTH (NOT AN IMAGE) 0 .jpg FILES DELETED  
  
2014 09 18 05:00:10 -- START REMOVE NON .jpg FILES  
2014 09 18 05:00:10 -- DONE REMOVE NON .jpg FILES, 1 FILES HAVE BEEN DELETED  
  
2014 09 18 05:00:10 -- START ADDING index.php TO CASE DIRECTORIES  
2014 09 18 05:00:10 -- DONE ADDING index.php TO CASE DIRECTORIES, 759 CASE DIRECTORIES  
CHANGED  
  
2014 09 18 05:00:10 -- START SET SCAN STATUS TO DONE  
2014 09 18 05:00:10 -- DONE SET SCAN STATUS TO DONE  
2014 09 18 05:00:10 -- ***** DONE SCAN PROCESSES *****  
2014 09 18 05:00:10 -- -----
```

Theere are 5 directories less than before the scan and the same number of images. This means that 5 empty directories have been deleted.

Cron job specs in case they get lost on Hostgator

Below is a screenshot of the cron job settings on Hostgator.

```
*/5      *      *      *      *      cd /home4/jbideas/public_html/catalog  
/_functionality;php jb_cup_ssh.php      Edit  Delete
```

The job is to be performed every 5 minutes and executes 2 commands:

cd /home4/jbideas/public_html/catalog/_functionality

php jb_cup_ssh.php

Final Words

Use Unique File and Directory names

A directory name must occur only once under /catalog/ because it represents a single case and those images must occur only once on the server too.

If there are multiple occurrences of directory names or .jpg image names, the IS will not operate correctly because it won't be able to distinguish between them.

Best way to add e.g. 5 new cases

Choosing the right order of doing things will speed up the business process of adding new cases.

Let's assume you want to add 5 new cases. I advise you to take the following steps in the order they are mentioned.

Check the price Categories

Check them to see if all the five cases fit into one of the existing categories. If not, create new price categories as needed first so you won't have to go back later on.

Choose 5 directory names

Think of 5 different directory names to put the images of the cases into and create those on your local PC and put the images into them.

Go to *Collection Management*, select a random collection and press [SET COLLECTION VISIBILITY] to bring up the list with existing directories sorted alphabetically. This is the fastest method to check if a directory name already exists somewhere under /catalog/. If a directory name already exists, change the name of that directory on your PC. Then press [SITE MANAGEMENT] to go back to *Site Management* without making any changes to the random directory you selected.

Correct the image filenames if necessary

Filenames should also be unique under /catalog/. The easiest way to see to that is to have each image name start with the name of the directory it is in (because you've already seen to it that a directory name is unique under /catalog/) followed by the rest of the name and that's it because you can't have two of the same images in the same directory on your PC. Just be careful when you're on a case sensitive Operating System!

Example: The case is called Fury-120 then you could:

- create a directory Fury-120
- and image files named Fury-120-<rest of name>.jpg

Copy all 5 case directories to the server

Now that you know all is unique, just FTP the directories to the server.

Do a rescan

Go to *Site Management* and press [\[SCHEDULE A CATALOG SCAN\]](#) to update the database with the directory names and file names of the 5 new cases. **Just must wait until this job has completed!**

Set case information per case

Go to *Case Management* and set Alternate names, Descriptions and Prices as needed.

Add the cases to collections

Go to *Collection Management* and add the cases to one or more collections as needed.

** THE END **