Create Catalogue

To create a Catalogue, simply click the "Create Catalogue" button and follows these steps:

1. Clicking the "Create Catalogue" (or "Upload Catalogue") button will display the Create Catalogue page. Firstly, the User needs to provide the name of the Ca Items. The User can download a template (if they don't have one already) and fill in the form with the desired information. Once filled in, the User then needs to "Browse..." button. When the template it uploaded, click "Upload Catalogue Spreadsheet" to continue.
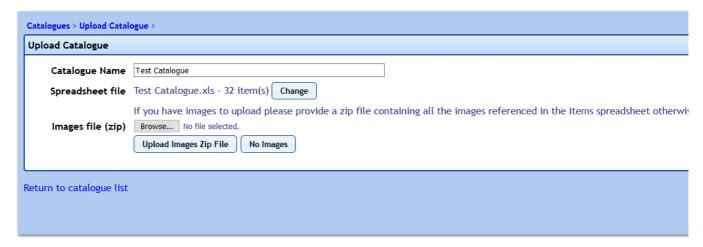
Catalogues > Upload Catalogue >

Upload Catalogue

Catalogue Name [   ]

Please provide a spreadsheet containing the items in the correct format. If you have images to provide you will be prompted
file containing the image files. Each image file in the zip file should be referenced in the items spreadsheet using the Image

If you do not have an existing spreadsheet use the link below to download the template
Click here to download spreadsheet template (recommended)   **Excel 97 version**

Spreadsheet file [Browse...] No file selected.

[**Upload Catalogue Spreadsheet**]

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Note: If the User has an earlier version of Excel, they can download the Excel 97 version of the template by clicking the "Excel 97 version" button.

Note: When uploading items to a Catalogue that are actually changes that need to be from a specific date, please ensure to fill in the Effective From Date colur uploading.

2. Next, the User needs to upload the image zip file. The Image Names used on the template need the corresponding images uploading to the system and this images and uploading them. Select the zip file using the "Browse..." button and proceed by using the "Upload Images Zip File".
If the template does not include any Image Name and there are no images to upload, clicking "No Images" will progress to the next step and will bypass the ima

Catalogues > Upload Catalogue >

Upload Catalogue

Catalogue Name [Test Catalogue   ]

Spreadsheet file Test Catalogue.xls - 32 item(s) [Change]

If you have images to upload please provide a zip file containing all the images referenced in the items spreadsheet otherwis

Images file (zip) [Browse...] No file selected.

[**Upload Images Zip File**] [**No Images**]

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Note: If there was a mistake or something missing from the template that is being uploaded, the User can click the "Change" button to change the template and

3. The last step is the Submission stage. All that is required here is for the User to confirm that everything is correct. If there are any changes required then the "Change" button and make any changes needed. When ready and everything is in correctly, click "Submit Catalogue Upload" to submit the Catalogue.

Catalogues > Upload Catalogue >

Upload Catalogue

Catalogue Name [Test Catalogue   ]

Spreadsheet file Test Catalogue.xls - 32 item(s) [Change]

Images file (zip) Images.zip - 32 item(s) [Change]

When you click Submit Catalogue Upload your submission will be processed by the system. This process can take some time email to the address below to inform you when it is completed

Completion notification email will be sent to **plan@testing.com**

Submit Catalogue Upload

Return to catalogue list

Note: At any point during the Catalogue creation, clicking the "Return to catalogue list" button to cancel the Catalogue creation.

4. After the Catalogue is created, it then goes through the approval process. It needs to be approved before any changes are seen.
Note: If the items being uploaded use the same Codes as existing items in a different Catalogue, an email will be returned stating that the upload did complete. the User did not provide images for their items among other scenarios. Examples below:

All the uploaded items are missing images. You must supply an image for every item you upload
All the uploaded items are duplicates. This can happen if you download an existing catalogue and upload it as a new one, or if you submit a new catalogue twice has yet to be approved