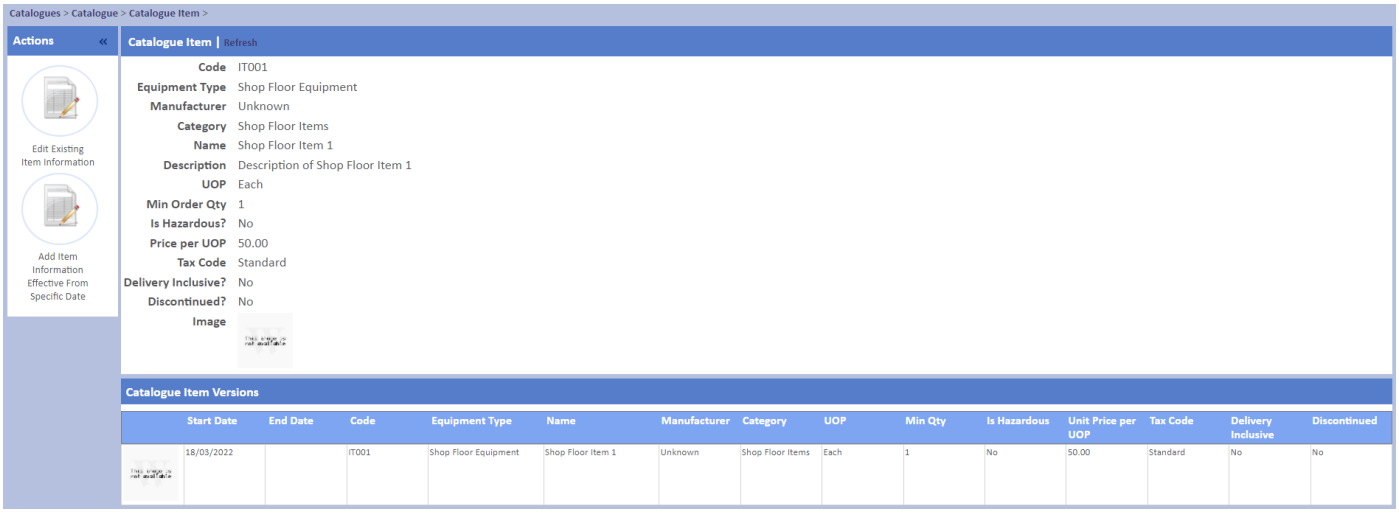
View Catalogues Introduction

Fri, Jan 19, 2024 View Catalogues

The List Catalogues page displays all the Catalogues that have been created for the logged in Supplier. To view the details of a Catalogue, click a Catalogue from the list. This will display all items in the Catalogue along with a number of actions that can be performed against the Catalogue. By default, the Catalogue list hides all Discontinued items. These can be shown by clicking the "Show Discontinued Items" button. To hide them again, click "Hide Discontinued Items".

Clicking an item will display the details of that item in a separate page where the details can be adjusted if need be. The User can then choose to edit any details of the item if they happen to be wrong or add a new version of that item and specify when it is available from.

Note: Hovering over the Name in the Item List, the Description of the item will be displayed.



Online URL: https://ostarasystems.knowledgebase.co/article.php?id=545

Powred by PHPKB (Knowledge Base Software)