

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".

Actions		Catalogues Refresh			
List Catalogues		Name	Supplier	Created Date	Created By
		Demo Catalogue	Ostara Contractor Ltd	18/03/2022 15:06:53	Birmingham Helpdesk

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.

Catalogues > Catalogue >

Actions		View Catalogue Refresh											
		Catalogue Name Demo Catalogue											
		Catalogue Items											
	Code	Equipment Type	Name	Manufacturer	Category	UOP	Min Qty	Is Hazardous	Unit Price per UOP	Tax Code	Delivery Inclusive	Discontinued	
	IT001	Shop Floor Equipment	Shop Floor Item 1	Unknown	Shop Floor Items	Each	1	No	£50.00	Standard	No	No	
	IT002	Shop Floor Equipment	Shop Floor Item 2	Unknown	Shop Floor Items	Each	1	No	£20.00	Standard	No	No	
	IT003	Shop Floor Equipment	Shop Floor Item 3	Unknown	Shop Floor Items	Each	1	No	£30.00	Standard	No	No	
	IT004	Shop Floor Equipment	Shop Floor Item 4	Unknown	Shop Floor Items	Each	1	No	£45.00	Standard	No	No	
	IT005	Shop Floor Equipment	Shop Floor Item 5	Unknown	Shop Floor Items	Each	1	No	£80.00	Standard	No	No	
	IT006	Shop Floor Equipment	Shop Floor Item 6	Unknown	Shop Floor Items	Each	1	No	£70.00	Standard	No	No	

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

Catalogues > Catalogue > Catalogue Item >

Actions		Catalogue Item Refresh												
		Code	IT001											
		Equipment Type	Shop Floor Equipment											
		Manufacturer	Unknown											
		Category	Shop Floor Items											
		Name	Shop Floor Item 1											
		Description	Description of Shop Floor Item 1											
		UOP	Each											
		Min Order Qty	1											
		Is Hazardous?	No											
		Price per UOP	50.00											
		Tax Code	Standard											
		Delivery Inclusive?	No											
		Discontinued?	No											
		Image												
		Catalogue Item Versions												
	Start Date	End Date	Code	Equipment Type	Name	Manufacturer	Category	UOP	Min Qty	Is Hazardous	Unit Price per UOP	Tax Code	Delivery Inclusive	Discontinued
	18/03/2022		IT001	Shop Floor Equipment	Shop Floor Item 1	Unknown	Shop Floor Items	Each	1	No	50.00	Standard	No	No

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

