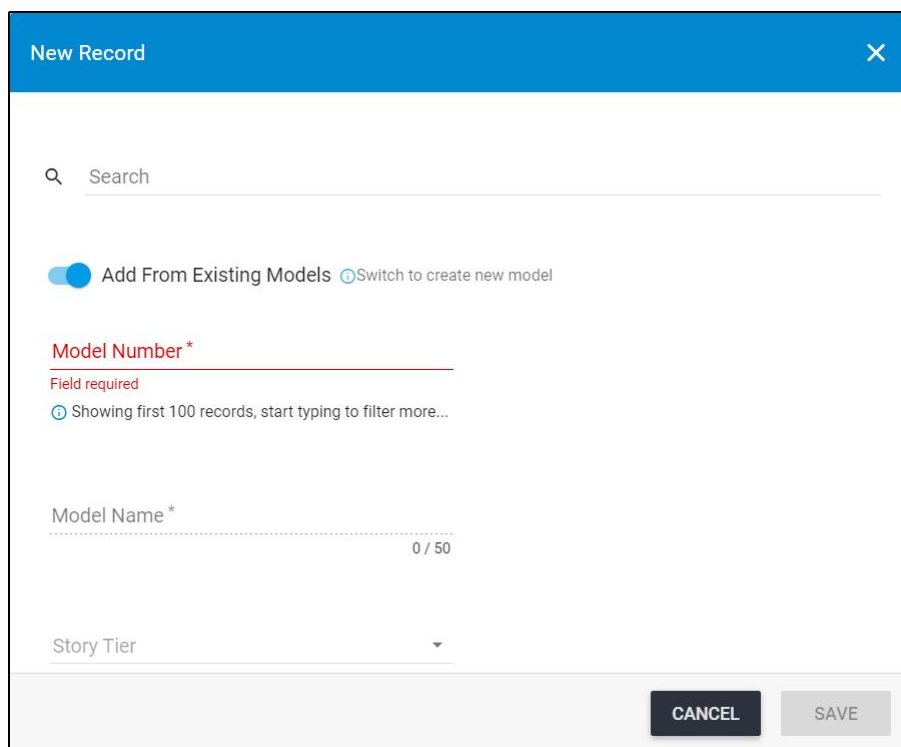


Add catalog model

To add a catalog model, follow these steps:

1. Click the add button, the following window appears:



The screenshot shows a 'New Record' dialog box with a blue header and a close button (X) in the top right corner. Below the header is a search bar with a magnifying glass icon and the text 'Search'. Underneath the search bar is a toggle switch labeled 'Add From Existing Models' which is currently turned on (blue). To the right of the toggle is a link that says 'Switch to create new model'. Below this is a red asterisk next to the text 'Model Number *', followed by a red line indicating a required field. Below that is a link that says 'Showing first 100 records, start typing to filter more...'. There are two text input fields: 'Model Name *' with a character count of '0 / 50' and 'Story Tier' with a dropdown arrow. At the bottom right of the dialog are two buttons: 'CANCEL' and 'SAVE'.

The slider button that enables you to add catalog models from existing seller models is activated by default and you can turn it off to add a new model.

2. Select the model number if you are adding a catalog model from the list of seller model numbers or enter the new catalog model number if the slider is off,
3. Enter the model name,
4. Fill the attribute values for the model. If any of the attributes has a default value, this value is prefilled and can be updated,
5. Click **Save** to add the model and close the window or **Save and new** to add it and open a new window.

Note:

- If the seller for which the catalog model is added has the “Automatic colorway

numbering" slider enabled, you cannot enter the model number.