
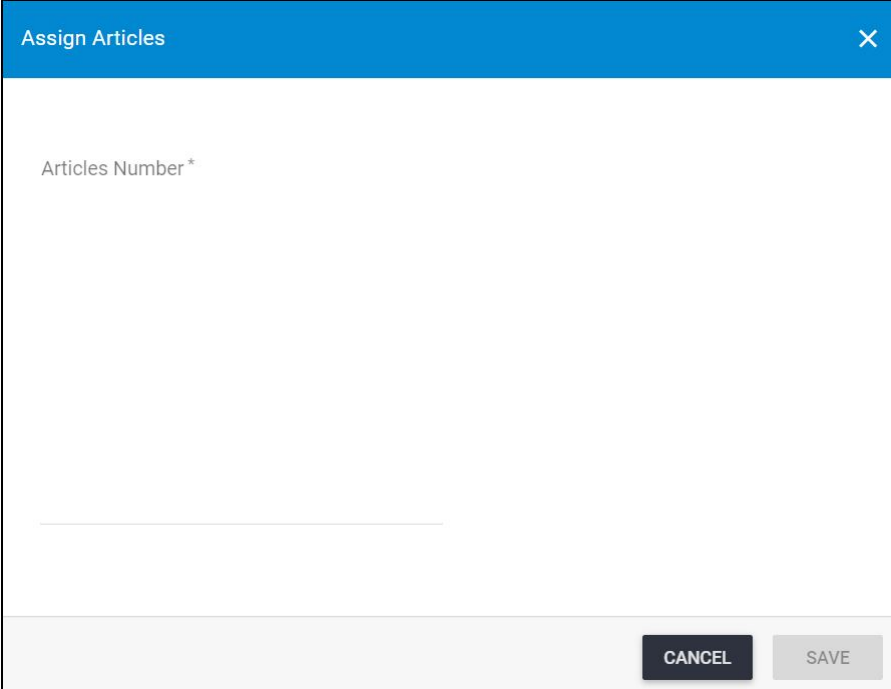


## Manage collection articles

You can add articles to collections, and delete those articles. To set articles to a collection, follow these steps:

1. View the collection then go to **Articles** tab and click , the following window appears:



Assign Articles

Articles Number \*

CANCEL SAVE

2. Enter the article number(s) you want to add,
3. Click **Save**, the selected articles are assigned to the collection.

To remove any of the articles assigned to the collection, select the article(s) you want to delete from the list then click the **Delete** button, or select “Delete Record” from the Actions menu next to the article.

You can activate the deleted articles by selecting the records then clicking the **Activate** button, or selecting “Activate Record” from Actions menu next to the record.