


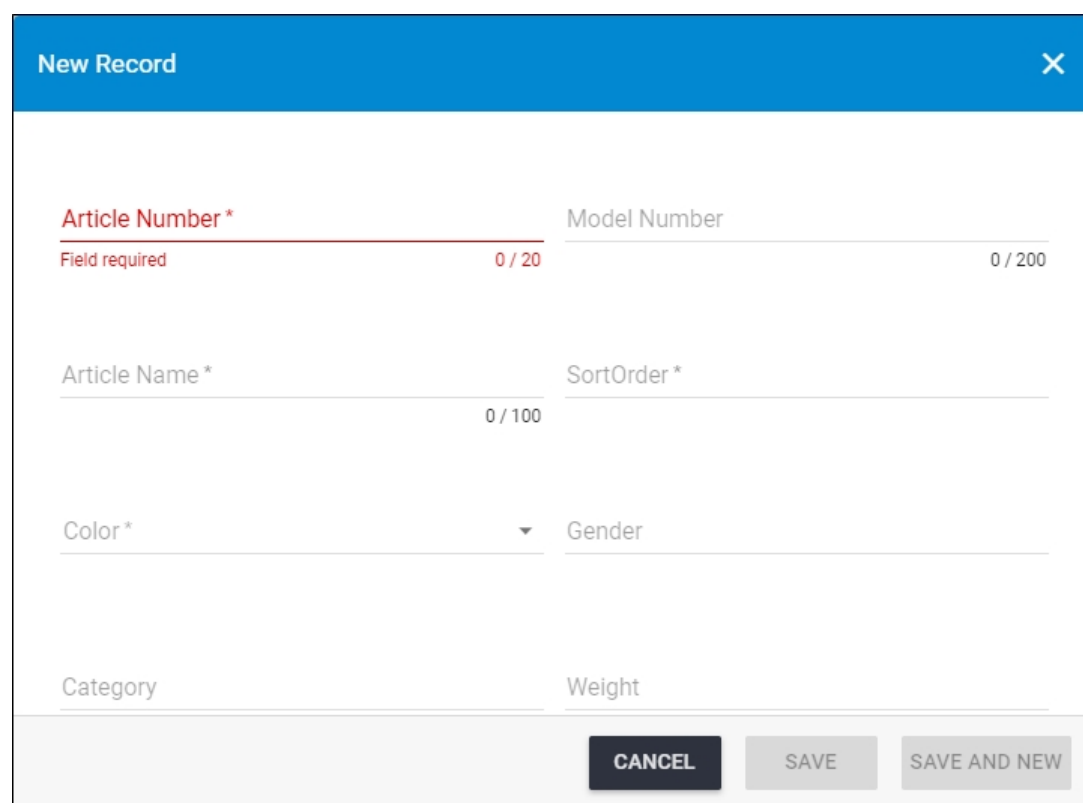
## Add article

### Note:

- The **Add** button appears only for master catalogs. For inherited catalogs, you can only assign articles from the master catalog. For more information, refer to “[Manage articles of inherited catalogs](#)”.

To add an article to a master catalog, follow these steps:

1. Click , the following window appears:



The screenshot shows a 'New Record' dialog box with a blue header bar containing a close button (X). The form contains several input fields arranged in a grid:

- Article Number \***: A text input field with a red underline and a red error message 'Field required' below it. A character count '0 / 20' is shown on the right.
- Model Number**: A text input field with a character count '0 / 200' on the right.
- Article Name \***: A text input field with a character count '0 / 100' on the right.
- SortOrder \***: A text input field.
- Color \***: A dropdown menu with a downward arrow.
- Gender**: A text input field.
- Category**: A text input field.
- Weight**: A text input field.

At the bottom of the form, there are three buttons: 'CANCEL' (dark blue), 'SAVE' (light gray), and 'SAVE AND NEW' (light gray).

Attribute fields may differ according to the catalog specifications.

2. Enter the article number, it should not contain spaces,
3. Enter the model number, if you want, this option is only mandatory if the “Price by

Style" option is activated for this catalog,

4. Enter the article name and sort order, each in its field,
5. Enter or select the attribute values, depending on their type as follows:
  - If the attribute is a date field, click the Calendar icon and select the date you want as shown in the below example:

The screenshot shows the 'Edit Record' form with a blue header bar containing the title 'Edit Record' and a close icon. The form contains several input fields: 'Color\*' with a dropdown menu showing 'White', 'Gender' with a dropdown menu showing 'Male', 'Category' with a dropdown menu showing 'Shir', and 'Weight' with an empty input field. A date selection calendar is open, showing May 2018. The calendar has a header with days of the week (S, M, T, W, T, F, S) and a grid of dates. The date '20' is selected. Below the calendar, there are 'CANCEL' and 'SAVE' buttons. The form also includes a 'Launch' toggle switch and a 'Availability Date' dropdown menu showing '5/10/2018'. At the bottom, there is a table with columns for 'Gender', 'Shoes', and '10'.

Color*	Gender	Category	Weight
White	Male	Shir	

May 2018 >

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jun 2018 >

Availability Date: 5/10/2018

CANCEL SAVE

Gender	Shoes	10
Female		

- If the attribute values are predefined by the Trasix Support team, a dropdown list appears with these values and you can select the value you want as shown in the below example:

New Record

Article Number \*

114411

6 / 20

Model Number

0 / 200

Article Name \*

T-shirt

7 / 100

SortOrder \*

Gender

Weight

Red

Blue

Grey

White

CANCEL

SAVE

SAVE AND NEW

If the attribute supports multiple values, you can select more than one value, and those values will be comma-separated.

- If the attribute value is dependent on other attributes, a tooltip appears next to the attribute to inform you that its value depends on which attribute(s) as shown in the below example:

New Record

Article Number \*

Model Number

Field required0 / 200 / 200

Article Name \*

SortOrder

0 / 100

Gender

Category

Attribute Category is dependent on the attribute(s) Gender.

MainDivision

Division

Features

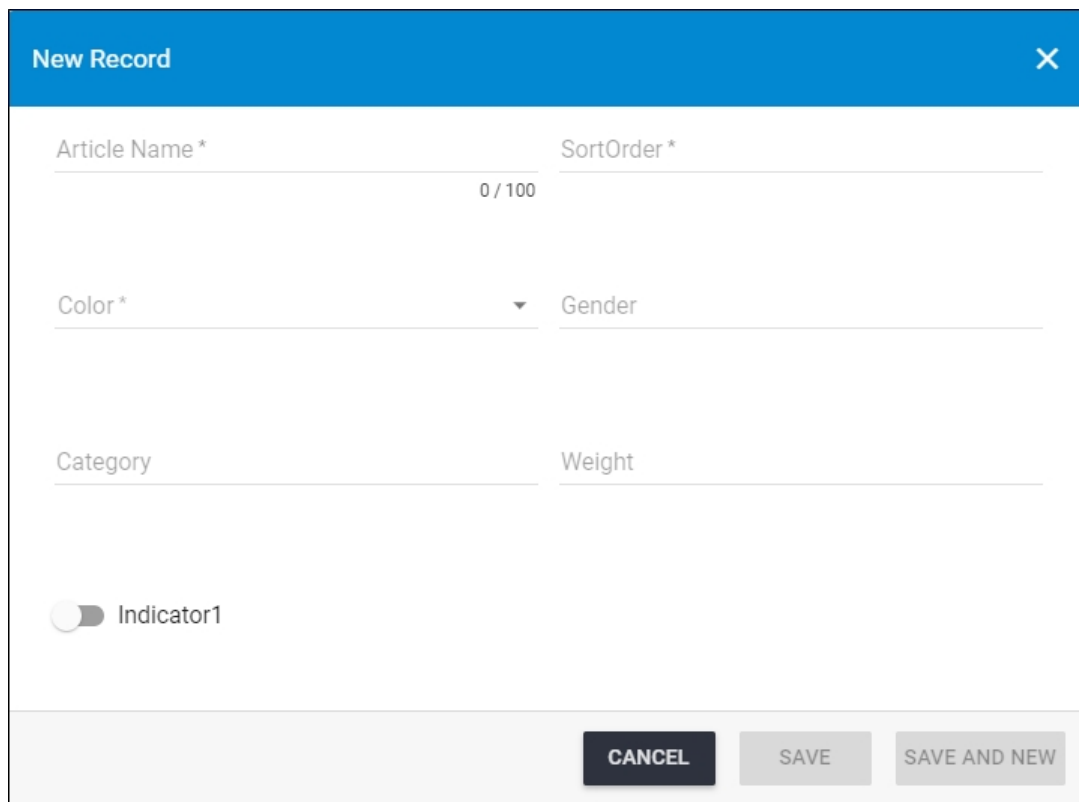
CANCEL

SAVE

SAVE AND NEW

The category field shows the options that match the value selected in the “Gender” field.

- If the attribute type is Boolean, the attribute is displayed as a slider button as shown in the below example:



New Record

Article Name \* 0 / 100

SortOrder \*

Color \* Gender

Category Weight

☐ Indicator1

CANCEL SAVE SAVE AND NEW

You can click the slider button next to the attribute if you want to change its value to “true”.

6. Click the slider button next to “BlockImage” if you want to hide the image assigned to this article, image will be blocked in T1 Studio,
7. Click **Save** to add the article and close the window or **Save and New** to add it and open a new window. A message appears on the page informing you that the article is added successfully.

#### Notes:

- The sequence in which attributes are displayed is specified at the catalog level. This is managed by the Trasix Support team.
- Values for attributes that are set as model level attributes for the catalog cannot be specified through the article creation window. For more information, refer to [“Edit Model Attributes”](#).