Manage articles of inherited catalog

Articles of the master catalog are automatically added to the inherited catalog and you can assign the articles you want to the inherited catalog or un-assign them.

Notes:

- To assign an article to an inherited catalog, this article should be active in the master catalog. You can check the article status by viewing "Parent Status" column using the Column chooser. For more information, refer to "<u>Column chooser and Pre-defined</u> <u>columns</u>".
- Sizes and images of the master catalog are also copied to the inherited catalog.

The Articles pages for the inherited catalog appears as shown below:

• G·	+ 8 8 /	2 E 🖶 🔤	of 11 Selected	¢ 🗩 T 🕫	G
Article Number 🗘	Model Number 0	Article Name 🗘	SortOrder ‡	Status 🗘	Actions
119919	1121	T-shirt	6	Active	1
112211	1121	T-shirt	4	Inactive	:
114411	1441	Shoes	7	Active	:
113311	1331	Shoes	9	Active	:
166121	1221	Sweatshirt	2	Active	÷ .
101010	1355	Training Shoes	6	Active	:
119911	1331	T-shirt	3	Active	:
118811	1181	T-shirt	8	Active	
121212	1991	Running Shoes	5	Inactive	
115511	1151	Sweatshirt	10	Inactive	:
			-		

The page lists the articles of the inherited catalog, for each article the article number, model number, sort order and status (**active** – if the article is assigned to the catalog, or **inactive** if the article is not assigned to it) are displayed depending on the columns you have chosen to show using the Column chooser.

Assign Article:

To assign an article to the inherited catalog, its status should be "Inactive", otherwise, the assign button (+) will be deactivated. You can filter for "Inactive Only" status as shown below:

	G	-	+	Ô	Ô	/		Ð	ф	0 0	Active And Inactive			:	G
	Article	Number	0			Article N	ame 🗘			2	Active Only	Dr 🗘			Actions
8					≡+					=+	Inactive Only	color	*	≡+	×

For more information on using the filter, refer to "Filter Records".

To assign articles to an inherited catalog, follow these steps:

1. Select "Assign Article" from the Actions menu next to the article you want to assign, or click the checkbox(es) next to the articles then click (+), the following message appears showing the number of selected articles:

Alert		×
Are you sure you want to assign? 1 Record(s) will be affected		
	CANCEL	ASSIGN

2. Click **Assign**, the progress is displayed as shown below:

TODAY
торау Wednesday 8 th November
Background Jobs O Assign Articles Processing 1s
File Uploads No files uploading
Version : 2017.01.09 Release : 0.9.0

3. Wait until the job is done and refresh the page by clicking the respective button, the article status changes to "Active".

Un-assign Article:

To un-assign an article of an inherited catalog, its status should be "Active", otherwise, the un-assign button (-) will be deactivated. To do so, follow these steps:

1. Select "Un-assign Article" from the Actions menu next to the article you want to unassign, or click the checkbox(es) next to the articles then click (-), the following message appears showing the number of selected articles:

Alert		×
Are you sure you want to un-assign? 2 Record(s) will be affected		
	CANCEL	UN-ASSIGN

2. Click Un-assign, a message appears on the page informing you that records are unassigned successfully and the article status changes to "Inactive".

If the article which you are un-assigning has a replacement, the following message appears:

Un-assign Article, Set Suggested Replacement	×					
Select the Article you would like to mark as a Suggested Replacement fo Article Number: 112211 (Leave empty to skip)						
Article						
CANCEL UN-ASSI	GN					

Enter the article number you want or leave the field empty to skip adding a replacement.