Edit individual articles

To update an article, follow these steps:

1. Select "Edit Record" from the Actions menu next to the article you want to update, or

view the article then click , the following window appears:

Edit Record			×
Article Number*		Model Number	
118811		1181	
	6 / 20		4 / 200
Article Name *		SortOrder*	
T-shirt		10	
	7 / 100		
Color *		Gender	
White	-	Male	
Category		Weight	
Shirts		10	
		CAN	ICEL SAVE

You can click **Cancel** to keep the article as it is.

- 2. Update any of the displayed information,
- 3. Click **Save**, a message appears on the page informing you that the record is updated 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 updated in the above process. For more information, refer to "Edit model attributes".
- If the article is for an inherited catalog and the retail window is set for the master catalog, the window appears as shown below:

Edit Record	×
Parent Shipment Start Date 1/1/2018	Parent Shipment End Date 12/31/2018
Parent Retail Window Window 1(1/1/2018 12:00:00 PM-12/31/201	Retail Window
SortOrder * 1	Color Red
Gender Female	Category C
	CANCEL

You can select the retail window of the inherited catalog article from the dropdown list which will only display the same windows or windows within the range of the master catalog articles.