

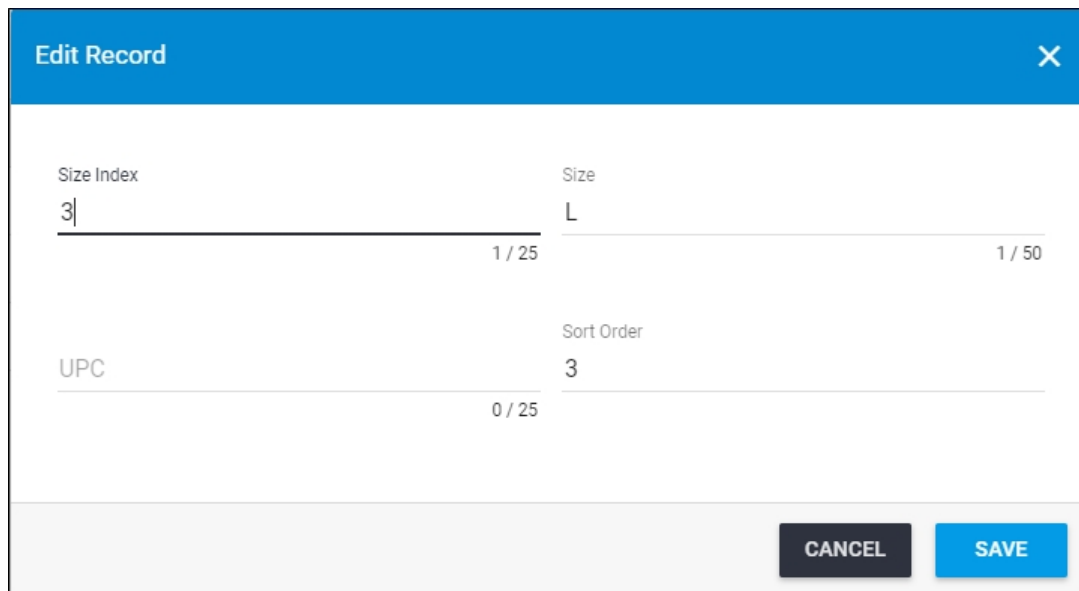
## Update Size

### Note:

As mentioned in the previous section, if the “External Change Management” flag is activated and there is at least one locked article, the whole catalog is locked and you cannot update sizes of any of the articles.

To update a size, follow these steps:

1. Select “Edit Record” from the Actions menu next to the size you want, the following window appears:



The screenshot shows a window titled "Edit Record" with a blue header bar and a close button (X) in the top right corner. The window contains four input fields arranged in a 2x2 grid:

- Size Index:** A text input field containing the value "3". Below the field is a progress indicator "1 / 25".
- Size:** A text input field containing the value "L". Below the field is a progress indicator "1 / 50".
- UPC:** A text input field containing the value "UPC". Below the field is a progress indicator "0 / 25".
- Sort Order:** A text input field containing the value "3".

At the bottom right of the window, there are two buttons: a dark gray "CANCEL" button and a blue "SAVE" button.

If the article is locked and the “External Change Management” flag is not activated, the window appears as shown below:

Edit Record

Size Index

2

1 / 25

Size

L

1 / 50

UPC

0 / 25

Sort Order

3

Article is Locked, Please Provide Reason for Update \*

0 / 2000

CANCEL

SAVE

You need to enter the reason for adding the size.

2. Make the necessary changes to any of the displayed information,
3. Click **Save**.