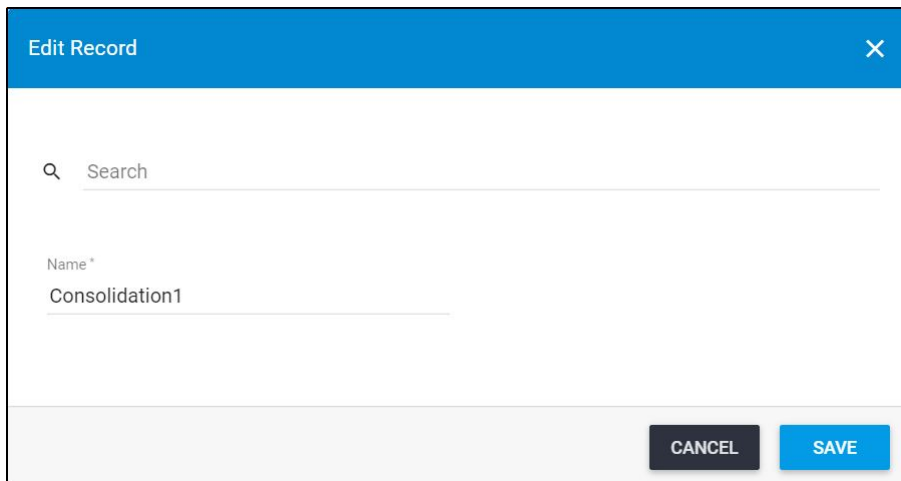


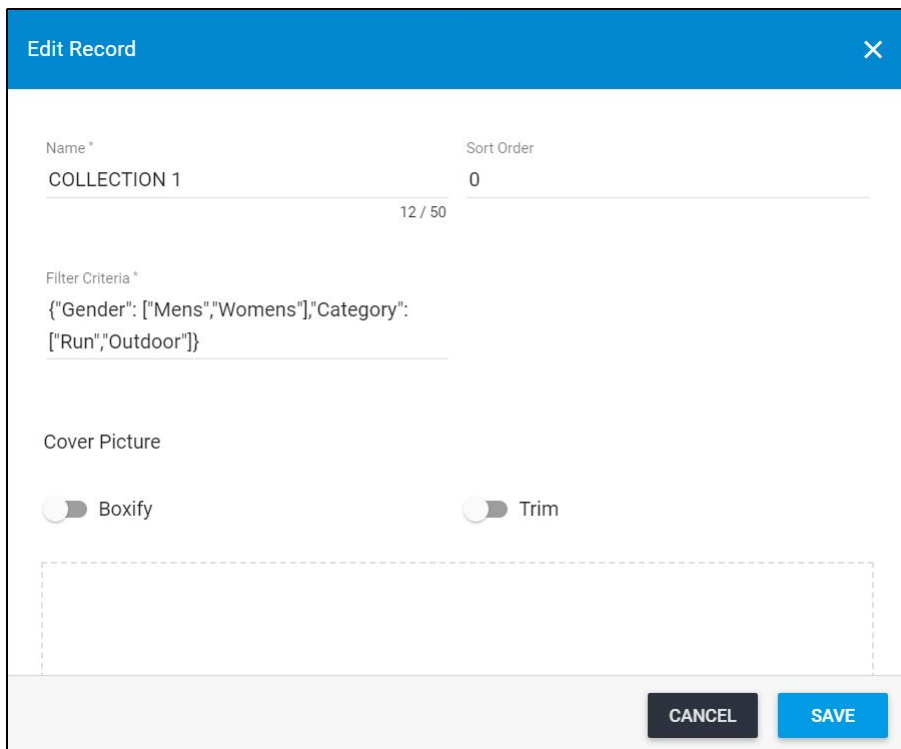
## Update collection

To update a folder or collection, select “Edit Record” from the Actions menu next to it, the following window appears in case you are updating a folder:



The screenshot shows a dialog box titled "Edit Record" with a close button (X) in the top right corner. Below the title bar is a search bar with a magnifying glass icon and the text "Search". Underneath the search bar is a label "Name\*" followed by a text input field containing the text "Consolidation1". At the bottom of the dialog box, there are two buttons: a dark grey "CANCEL" button and a blue "SAVE" button.

You can view the collection and click the Edit button, its details are displayed as shown in the below example for a collection of type “Criteria”:



The screenshot shows a dialog box titled "Edit Record" with a close button (X) in the top right corner. Below the title bar, there are two input fields: "Name\*" with the text "COLLECTION 1" and "Sort Order" with the text "0". Below these fields is a small text "12 / 50". Underneath is a label "Filter Criteria\*" followed by a text input field containing the JSON string: {"Gender": ["Mens","Womens"],"Category": ["Run","Outdoor"]}. Below this is a label "Cover Picture" followed by two toggle switches: "Boxify" (which is turned on) and "Trim" (which is turned off). Below the toggle switches is a dashed rectangular box representing a cover picture placeholder. At the bottom of the dialog box, there are two buttons: a dark grey "CANCEL" button and a blue "SAVE" button.

Make the changes you want then click **Save**.