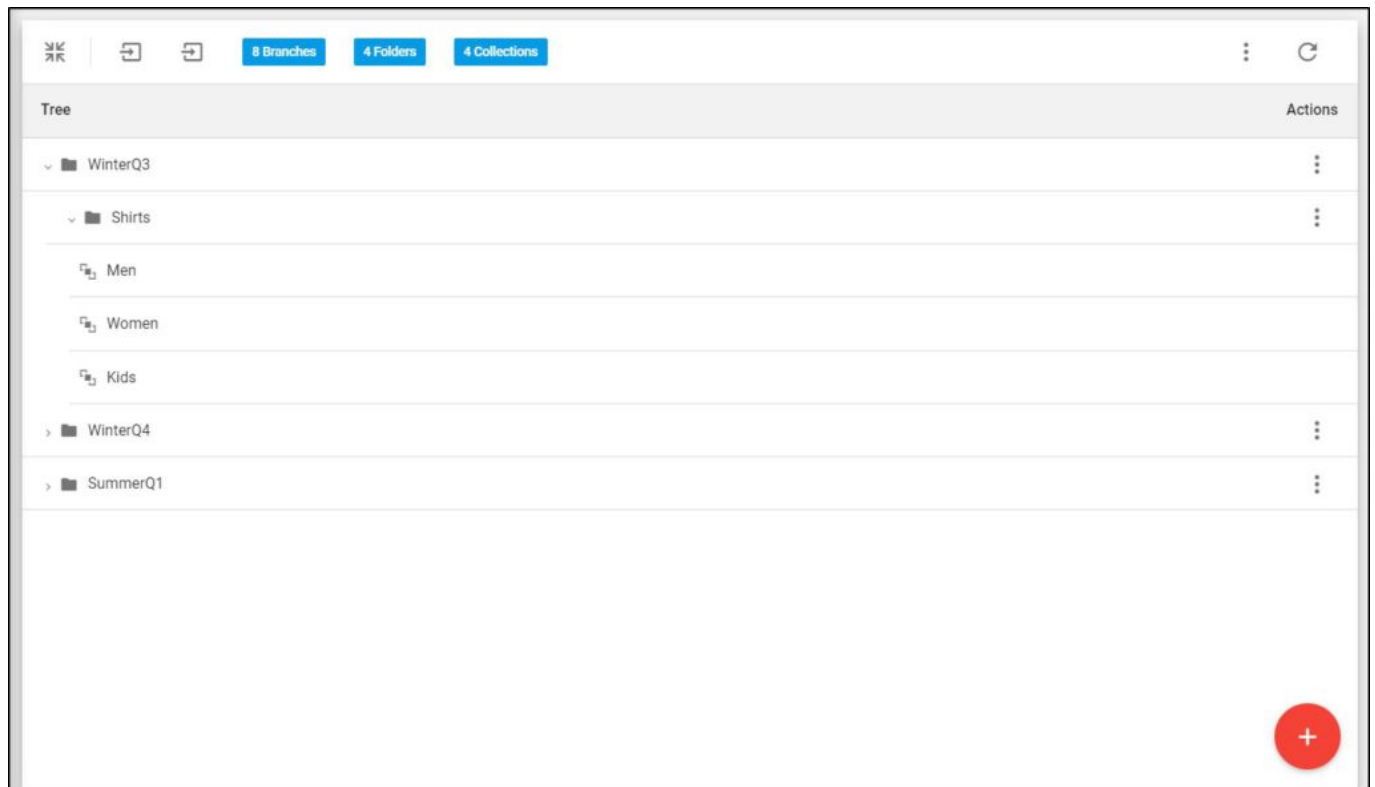


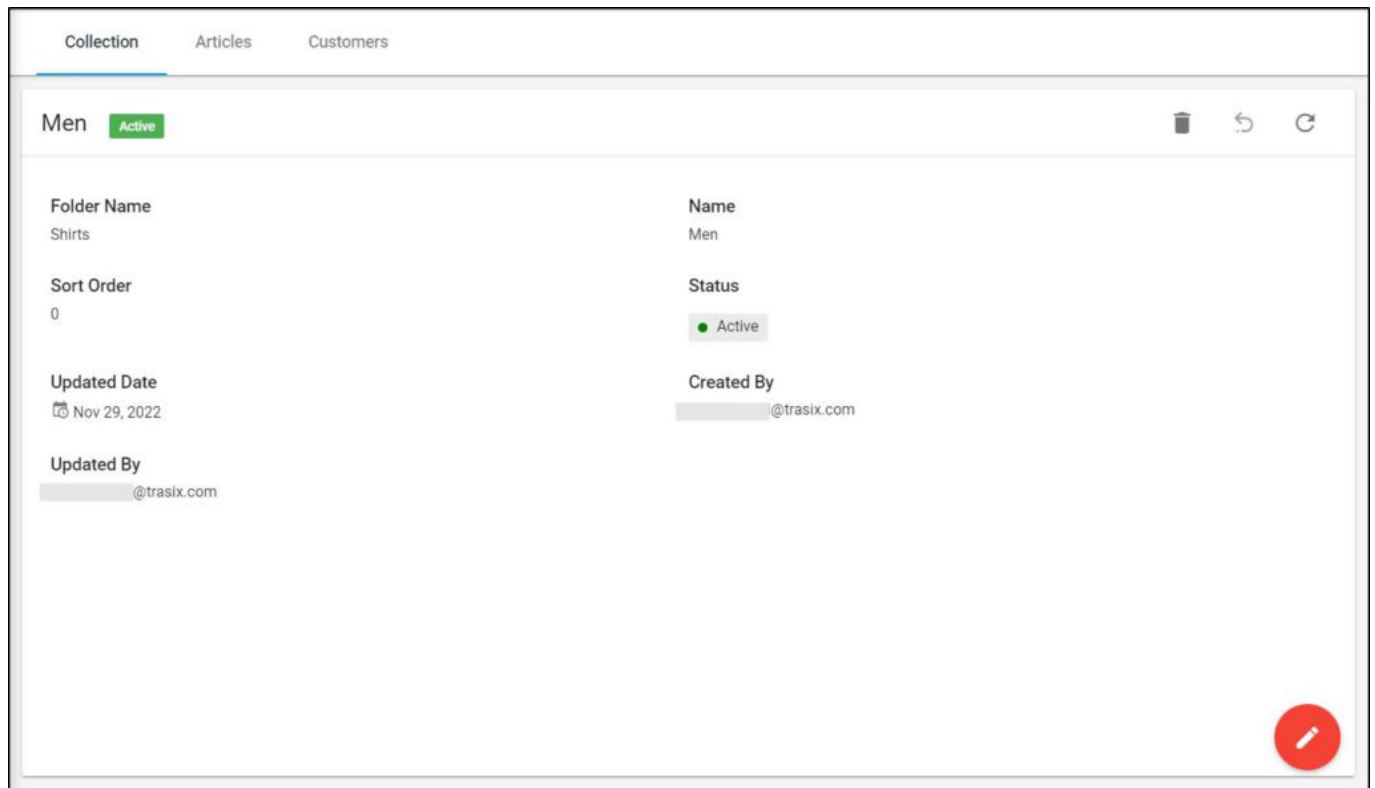
## View collection

You can expand the collection and its folders in “Tree view” as mentioned in the below example:



You can click ☒ to close all the open nodes. You can open the node you want by clicking it and click the open node to close it. You can also expand all the nodes by clicking 🔍.

Click the collection you want to view its details as shown in the below example:



The collection details are displayed such as folder name, collection name, and status, etc. You can refresh the displayed information by clicking the respective button.

Go to **Articles** tab, the following page appears:

Collection <b>Articles</b> Customers				
<div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <span>0 of 4 Selected</span> </div>				
Article Number ↕	Article Name ↕	Status ↕	Updated Date ▾	Actions
<input type="checkbox"/> 1275045-001	Tech Tank - Solid	● Active	📅 Nov 30, 2022	⋮
<input type="checkbox"/> 1275487-403	Tech Tank - Twist	● Active	📅 Nov 30, 2022	⋮
<input type="checkbox"/> 1275045-100	Tech Tank - Solid	● Active	📅 Nov 30, 2022	⋮
<input type="checkbox"/> 1275487-585	Tech Tank - Twist	● Active	📅 Nov 30, 2022	⋮
<div> <span>+</span> </div>				

This tab is only available if the collection type is “Article”. Articles assigned to the collection are displayed along with the article name, status, and update date. You can add other articles by following the steps mentioned in “[Manage collection articles](#)”.

Go to the **Customers** tab, the following page appears:

Collection   Articles <b>Customers</b>				
<div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <span>0 of 2 Selected</span> </div>				
Customer Code ↕	Customer Name ↕	Status ↕	Updated ↕	Actions
<input type="checkbox"/> FactoryHouse	FACTORY HOUSE	● Active	📅 Nov 30, 2022	⋮
<input type="checkbox"/> 12094491	MACY'S	● Active	📅 Nov 30, 2022	⋮

Customers assigned to the collection are displayed along with the customer name, status, and update date. You can add other customers by following the steps mentioned in "[Manage collection customers](#)".

If the collection type is "Criteria", another tab, Users, is available as shown in the below example:

Collection Customers <b>Users</b>					
<input type="checkbox"/> <input type="button" value="Add"/> 0 of 2 Selected <span>⋮</span> <input type="button" value="Refresh"/>					
<input type="checkbox"/> Id <input type="button" value="↓"/> User Id <input type="button" value="↓"/> User Name <input type="button" value="↓"/> Assortment Id <input type="button" value="↓"/> Status <input type="button" value="↓"/> Updated Date <input type="button" value="↓"/>					
<input type="checkbox"/>	1	164	support-111@trasix.com	11	● Active <input type="button" value="Dec 14, 2022"/>
<input type="checkbox"/>	2	156	qa.user-15@trasix.com	11	● Active <input type="button" value="Dec 14, 2022"/>
<div> <input type="button" value="Add"/> <input type="button" value="Refresh"/> </div>					

Through this tab, you can manage the list of users who can access the collection. For more information on managing collection users, refer to “[Manage collection users](#)”.

You can also view collections as a list of customers by selecting “Customer List View” from the Actions menu on top as shown in the below example:

<input type="checkbox"/>				0 of 4 Selected		
Customer Number ↕		Name ^		Path ↕	Actions	
<input type="checkbox"/>	FactoryHouse	Men		WinterQ3/Shirts	⋮	
<input type="checkbox"/>	12094491	Men		WinterQ3/Shirts	⋮	
<input type="checkbox"/>	FactoryHouse	Trousers		WinterQ4	⋮	
<input type="checkbox"/>	12094491	Trousers		WinterQ4	⋮	

The list of customers is displayed, for each one the name of the collection, and path. The next sections discuss how to manage collections.