## **Update sizes**

## Notes:

- If the Size Scale option is activated for the catalog, sizes cannot be updated.
- If the "External Change Management" flag is not activated, size changes for locked articles will not take effect until approved by the Change Management Approver user.
- If the "External Change Management" flag is activated and at least one article is locked, you cannot update sizes of any of the articles. Changes to article sizes are managed by an external system.

To update a size for a single article, follow these steps:

1. Select "Edit Record" from the Actions menu next to the article which you want to update its size, the following window appears:

Edit Record				×
Size Index		Size		
1	1/25	3		1 / 50
UPC		Sort Order 1		
	0/25			
			CANCEL	SAVE

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

Edit Record	×
Size Index	Size
1	38
1 / 25	2 / 50
115.0	Sort Order
UPC	1
0 / 25	
Article is Locked, Please Provide Reason for Up	odate*
	0 / 2000
	<b>CANCEL</b> SAVE

You need to enter the reason for the size change. As mentioned before, changes to locked articles sizes do not take effect until they are approved by the authorized user.

- 2. Update any of the displayed information,
- 3. Click **Save**, a message appears on the page informing you that the record is updated successfully.