

Add article

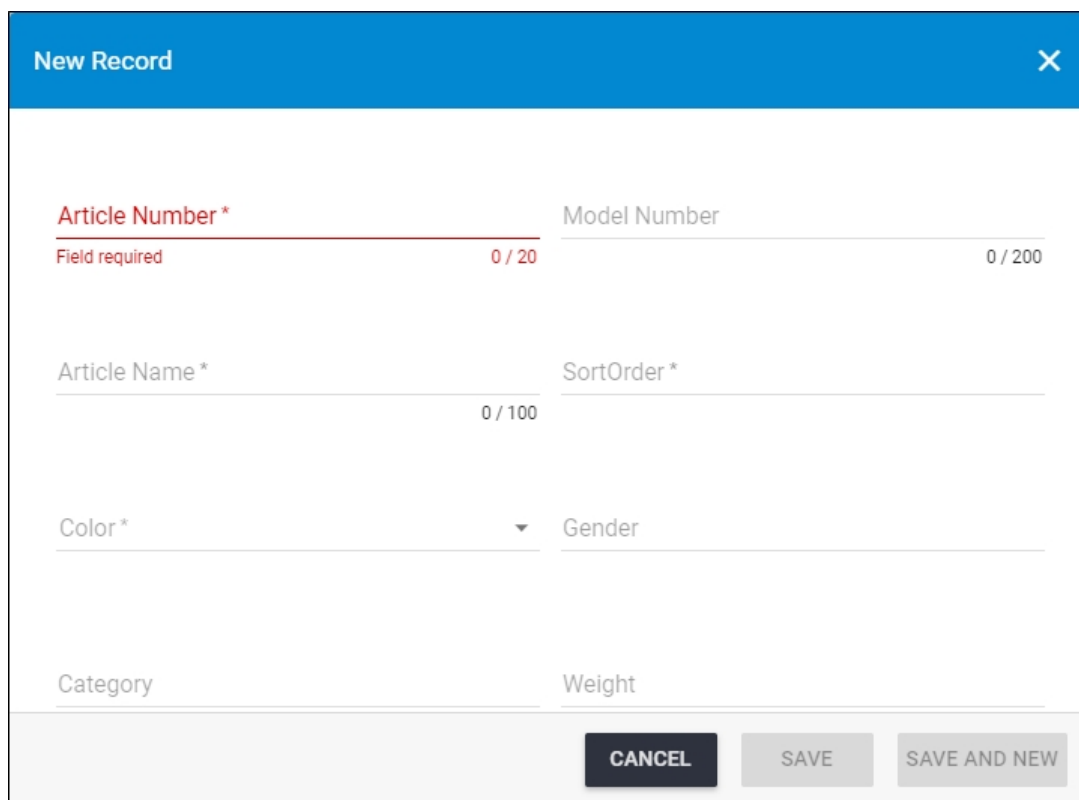
Note:

- The **Add** button appears only for master catalogs. For inherited catalogs, you can only assign articles from the master catalog. For more information, refer to "[Manage articles of inherited catalogs](#)".

To add an article to a master catalog, follow these steps:



1. Click , the following window appears:



The screenshot shows a 'New Record' dialog box with a blue header and a close button (X) in the top right corner. The form contains several input fields:

- Article Number ***: A text input field with a red underline and a 'Field required' error message. The character count is 0 / 20.
- Model Number**: A text input field with a character count of 0 / 200.
- Article Name ***: A text input field with a character count of 0 / 100.
- SortOrder ***: A text input field.
- Color ***: A dropdown menu with a downward arrow.
- Gender**: A text input field.
- Category**: A text input field.
- Weight**: A text input field.

At the bottom of the dialog, there are three buttons: **CANCEL** (dark blue), **SAVE** (light gray), and **SAVE AND NEW** (light gray).

Attribute fields may differ according to the catalog specifications.

2. Enter the article number, it should not contain spaces,
3. Enter the model number, if you want, this option is only mandatory if the "Price by

Style" option is activated for this catalog,

4. Enter the article name and sort order, each in its field,

5. Enter or select the attribute values, depending on their type as follows:

- If the attribute is a date field, click the Calendar icon and select the date you want as shown in the below example:

The screenshot shows a mobile application interface for editing a record. The title bar is blue with the text "Edit Record" and a close icon. The form contains several fields: "Color*" with a dropdown menu showing "White"; "Gender" with a dropdown menu showing "Male"; "Category" with a dropdown menu showing "Shir"; "Weight" with an empty input field; "Availability Date" with a dropdown menu showing "5/10/2018". A calendar is open over the "Availability Date" field, showing the month of May 2018. The date "20" is selected. At the bottom of the calendar, there are "CANCEL" and "SAVE" buttons. The bottom of the form shows a preview of the record with the following values: "13311", "Female", "Shoes", and "10".

- If the attribute values are predefined by the Trasix Support team, a dropdown list appears with these values and you can select the value you want as shown in the below example:

The image shows a 'New Record' form with the following fields and values:

- Article Number *: 114411 (6 / 20)
- Model Number: (0 / 200)
- Article Name *: T-shirt (7 / 100)
- SortOrder *: (empty)
- Gender: (dropdown menu open with options: Red, Blue, Grey, White)
- Weight: (empty)

Buttons at the bottom: CANCEL, SAVE, SAVE AND NEW.

If the attribute supports multiple values, you can select more than one value, and those values will be comma-separated.

- If the attribute value is dependent on other attributes, a tooltip appears next to the attribute to inform you that its value depends on which attribute(s) as shown in the below example:

The image shows a 'New Record' form with the following fields and characteristics:

- Article Number ***: A text input field with a red underline, labeled 'Field required' and '0 / 20'.
- Model Number**: A text input field with '0 / 200' characters remaining.
- Article Name ***: A text input field with '0 / 100' characters remaining.
- SortOrder**: A text input field.
- Gender**: A dropdown menu with a blue information icon. A tooltip is displayed over it: 'Attribute Category is dependent on the attribute(s) Gender.'
- MainDivision**: A text input field.
- Division**: A text input field.
- Features**: A text input field.

At the bottom of the form are three buttons: **CANCEL** (dark grey), **SAVE** (light grey), and **SAVE AND NEW** (light grey).

The category field shows the options that match the value selected in the “Gender” field.

- If the attribute type is Boolean, the attribute is displayed as a slider button as shown in the below example:

The image shows a 'New Record' form with the following fields and controls:

- Article Name ***: Text input field with a character count of 0 / 100.
- SortOrder ***: Text input field.
- Color ***: Dropdown menu.
- Gender**: Text input field.
- Category**: Text input field.
- Weight**: Text input field.
- Indicator1**: A toggle switch currently in the 'off' position.
- Buttons**: 'CANCEL', 'SAVE', and 'SAVE AND NEW' buttons at the bottom.

You can click the slider button next to the attribute if you want to change its value to “true”.

6. Click the slider button next to “BlockImage” if you want to hide the image assigned to this article, image will be blocked in T1 Studio,
7. Click **Save** to add the article and close the window or **Save and New** to add it and open a new window. A message appears on the page informing you that the article is added 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 specified through the article creation window. For more information, refer to “[Edit Model Attributes](#)”.