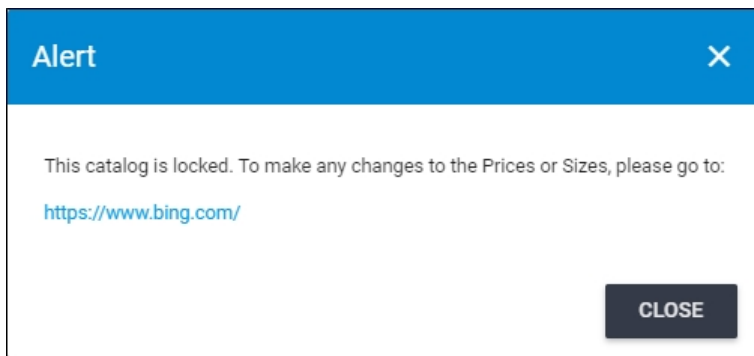


Add size

Note:

- If the “External Change Management” flag is activated and there is at least one locked article, the whole catalog is locked and you cannot add sizes to any of its articles. The following message appears:

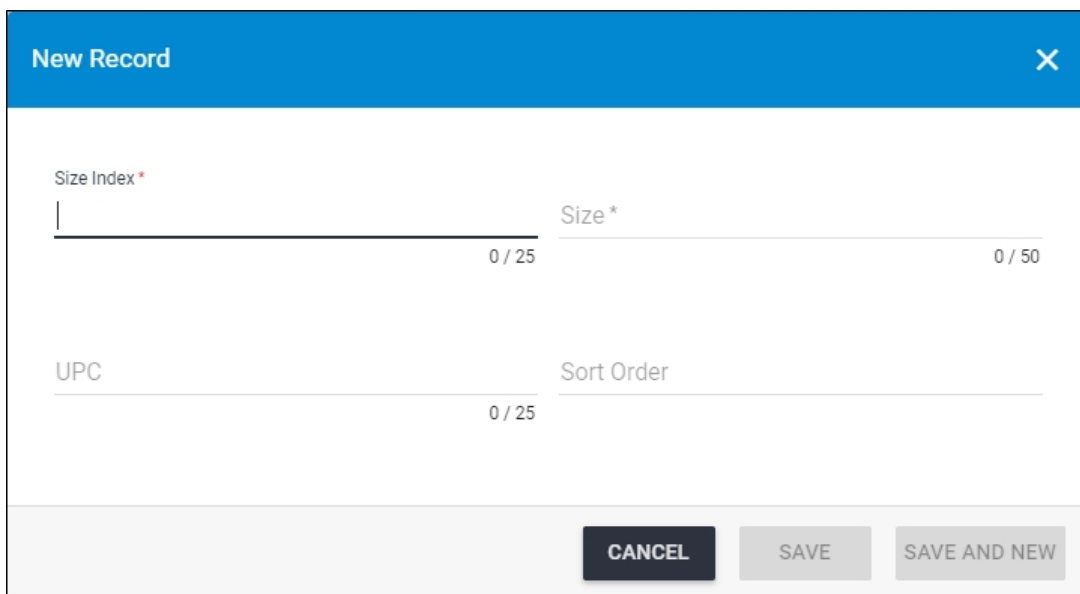


An alert dialog box with a blue header containing the word "Alert" and a close button (X). The main content area is white and contains the text: "This catalog is locked. To make any changes to the Prices or Sizes, please go to: <https://www.bing.com/>". At the bottom right, there is a dark grey button labeled "CLOSE".

This flag and the link in the message are all managed by the Trasix Support team.

To add a new size for an article in a master catalog, follow these steps:

1. Click , the following window appears:

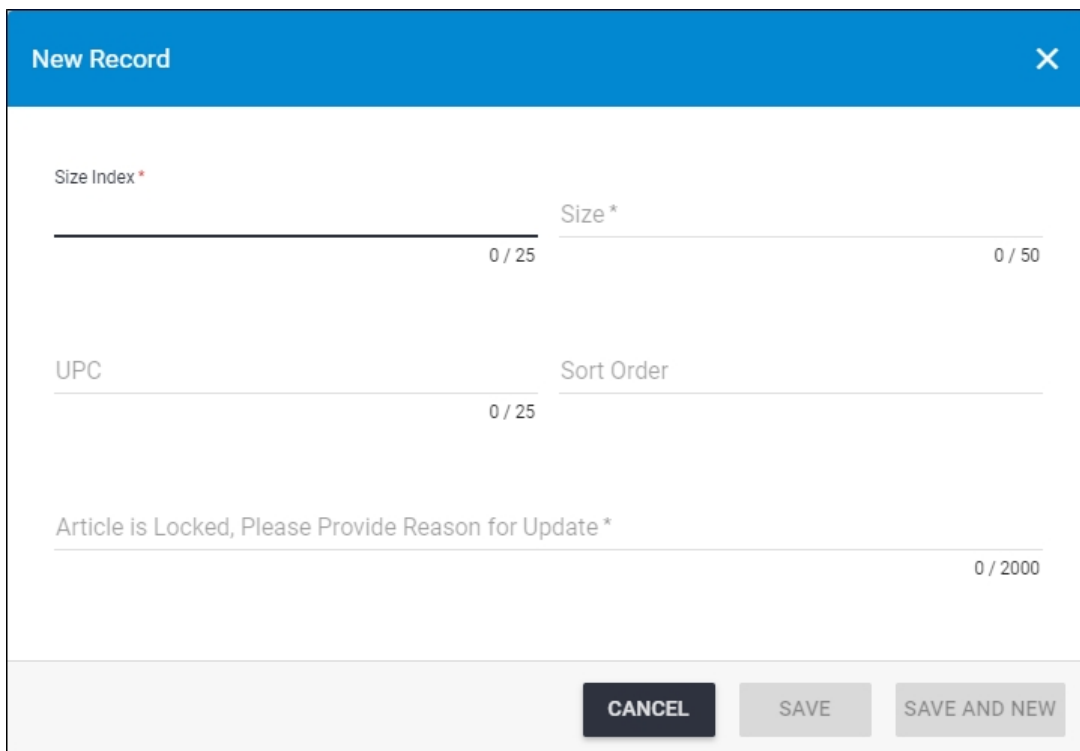


A "New Record" form with a blue header containing the text "New Record" and a close button (X). The form has four input fields: "Size Index*" (0 / 25), "Size*" (0 / 50), "UPC" (0 / 25), and "Sort Order". At the bottom, there are three buttons: "CANCEL", "SAVE", and "SAVE AND NEW".

2. Enter the size index and the size, each in its field. Please note that the size and size index should be unique for the same article,
3. Enter the UPC and sort order, if you want,
4. Click **Save** to add the size and close the window or **Save and New** to save it and open a new window. The size is added to the list.

Note:

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



The screenshot shows a 'New Record' window with a blue header and a close button (X) in the top right corner. The form contains four input fields: 'Size Index*' (0/25), 'Size*' (0/50), 'UPC' (0/25), and 'Sort Order'. Below these fields is a text area labeled 'Article is Locked, Please Provide Reason for Update*' (0/2000). At the bottom, there are three buttons: 'CANCEL' (dark blue), 'SAVE' (light gray), and 'SAVE AND NEW' (light gray).

You need to enter the reason for adding the size.