

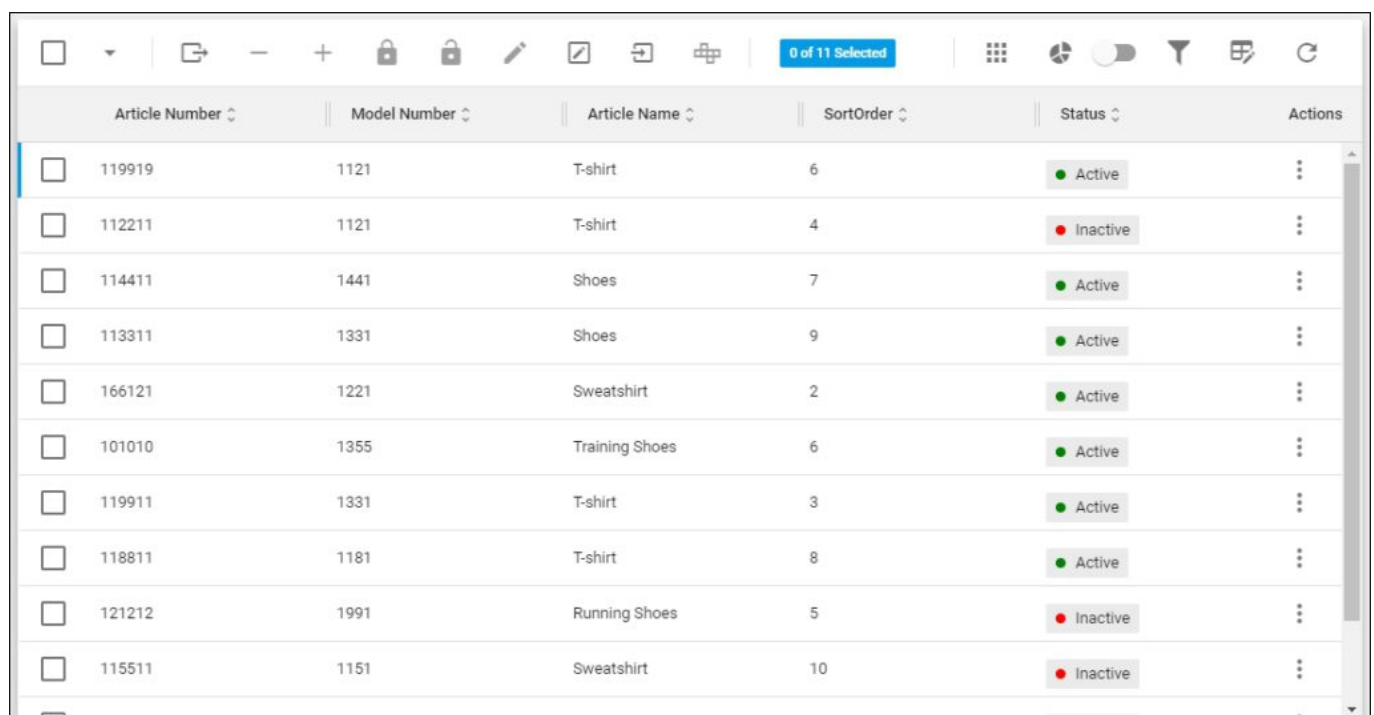
## Manage articles of inherited catalog

Articles of the master catalog are automatically added to the inherited catalog and you can assign the articles you want to the inherited catalog or un-assign them.

### Notes:

- To assign an article to an inherited catalog, this article should be active in the master catalog. You can check the article status by viewing “Parent Status” column using the Column chooser. For more information, refer to “[Column chooser and Pre-defined columns](#)”.
- Sizes and images of the master catalog are also copied to the inherited catalog.

The Articles pages for the inherited catalog appears as shown below:

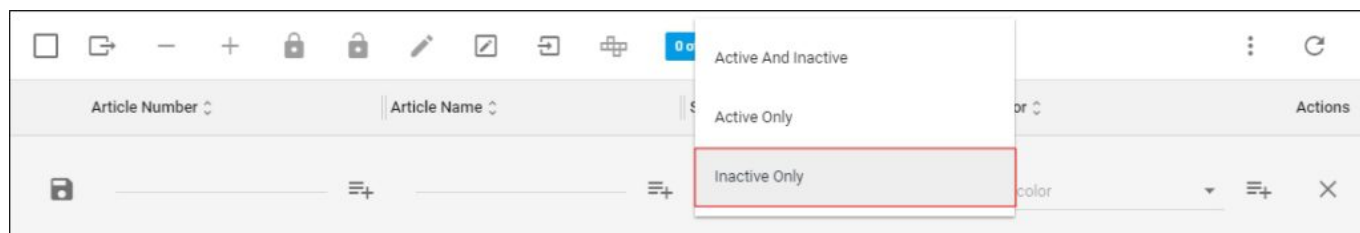


Article Number	Model Number	Article Name	SortOrder	Status	Actions
<input type="checkbox"/> 119919	1121	T-shirt	6	● Active	⋮
<input type="checkbox"/> 112211	1121	T-shirt	4	● Inactive	⋮
<input type="checkbox"/> 114411	1441	Shoes	7	● Active	⋮
<input type="checkbox"/> 113311	1331	Shoes	9	● Active	⋮
<input type="checkbox"/> 166121	1221	Sweatshirt	2	● Active	⋮
<input type="checkbox"/> 101010	1355	Training Shoes	6	● Active	⋮
<input type="checkbox"/> 119911	1331	T-shirt	3	● Active	⋮
<input type="checkbox"/> 118811	1181	T-shirt	8	● Active	⋮
<input type="checkbox"/> 121212	1991	Running Shoes	5	● Inactive	⋮
<input type="checkbox"/> 115511	1151	Sweatshirt	10	● Inactive	⋮

The page lists the articles of the inherited catalog, for each article the article number, model number, sort order and status (**active** - if the article is assigned to the catalog, or **inactive** if the article is not assigned to it) are displayed depending on the columns you have chosen to show using the Column chooser.

### Assign Article:

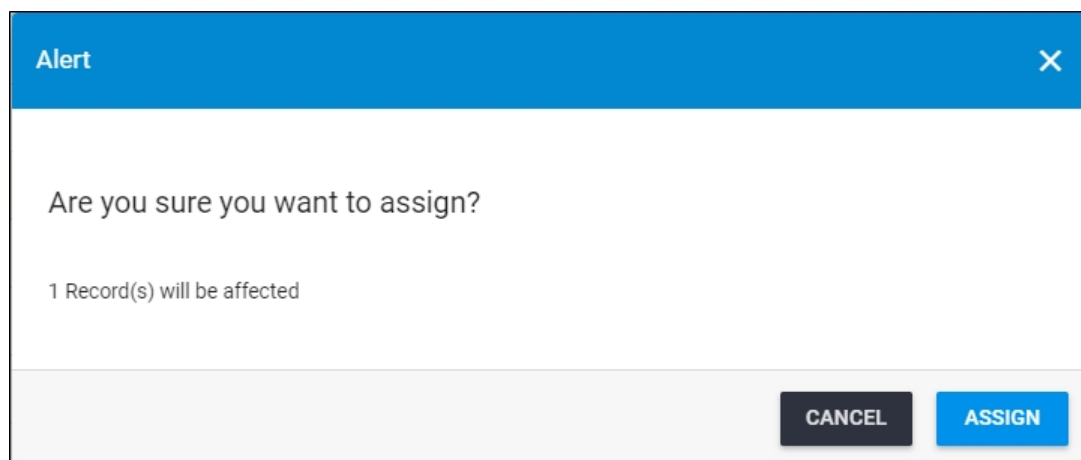
To assign an article to the inherited catalog, its status should be “Inactive”, otherwise, the assign button (+) will be deactivated. You can filter for “Inactive Only” status as shown below:



For more information on using the filter, refer to “[Filter Records](#)”.

To assign articles to an inherited catalog, follow these steps:

1. Select “Assign Article” from the Actions menu next to the article you want to assign, or click the checkbox(es) next to the articles then click (+), the following message appears showing the number of selected articles:



2. Click **Assign**, the progress is displayed as shown below:

TODAY

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TODAY


# Wednesday

## 8<sup>th</sup> November

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Background Jobs

 **Assign Articles**  
Processing 1s



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File Uploads

*No files uploading*

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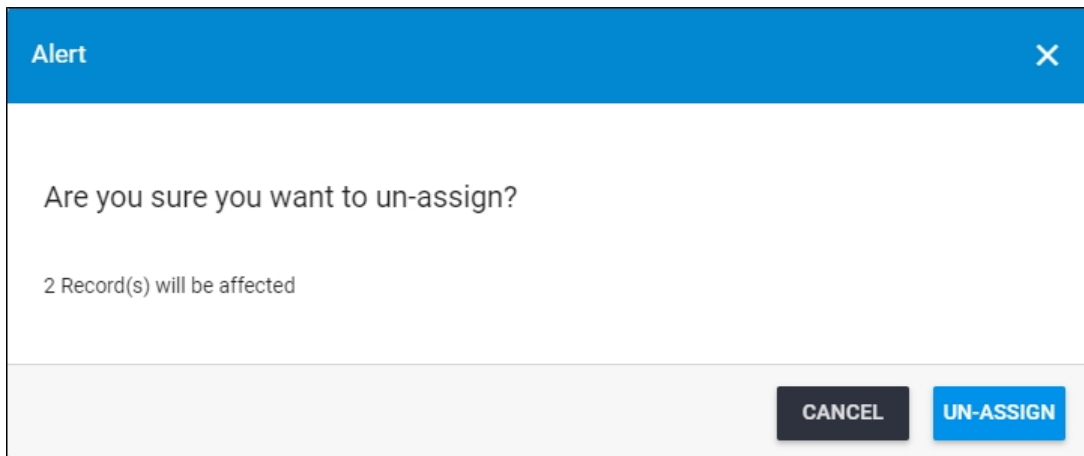
Version : 2017.01.09      Release : 0.9.0

3. Wait until the job is done and refresh the page by clicking the respective button, the article status changes to “Active”.

### **Un-assign Article:**

To un-assign an article of an inherited catalog, its status should be “Active”, otherwise, the un-assign button (-) will be deactivated. To do so, follow these steps:

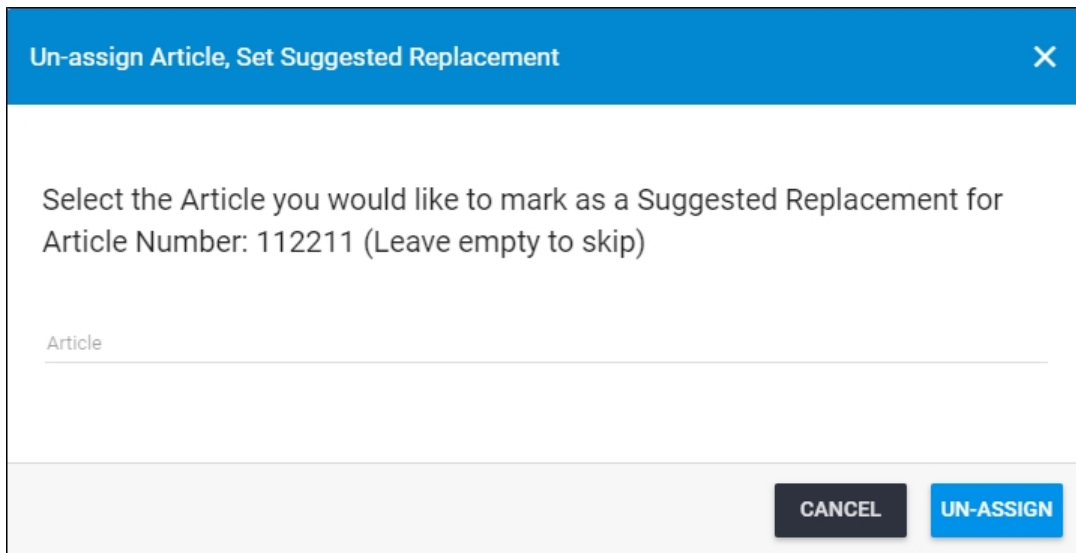
1. Select “Un-assign Article” from the Actions menu next to the article you want to un-assign, or click the checkbox(es) next to the articles then click (-) , the following message appears showing the number of selected articles:



An alert dialog box with a blue header bar containing the word "Alert" and a close button (X). The main content area is white and contains the text "Are you sure you want to un-assign?" followed by "2 Record(s) will be affected". At the bottom right, there are two buttons: a dark grey "CANCEL" button and a blue "UN-ASSIGN" button.

2. Click Un-assign, a message appears on the page informing you that records are un-assigned successfully and the article status changes to “Inactive”.

If the article which you are un-assigning has a replacement, the following message appears:



A dialog box with a blue header bar containing the text "Un-assign Article, Set Suggested Replacement" and a close button (X). The main content area is white and contains the text "Select the Article you would like to mark as a Suggested Replacement for Article Number: 112211 (Leave empty to skip)". Below this text is a text input field with the placeholder text "Article". At the bottom right, there are two buttons: a dark grey "CANCEL" button and a blue "UN-ASSIGN" button.

Enter the article number you want or leave the field empty to skip adding a replacement.