

REORDER SKU SEQUENCE IN WEB CATALOG

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- Bring up the catalog that you wish to change the SKU order for by going to POS.26.2 and then bring up the correct catalog.

Catalog Maintenance

Catalog ID: 145 ?? Type* C ??

Description* Drinkware

Sort Sequence* 30

Start Date: 11/12/24

Expire Date:

Suppress Thumbnails:

Columns on Page:

Restrict to Store#:

Sale Discount %:

##	SKU	Description	Source	Price	Web Price
1	1*101551	PALMER OWALA	GM	36.95	
2	1*101499	PALMER BRITTANIA GLASS	GM	17.95	
3	1*10601709	TWO-TONE COFFEE MUG C	GM	15.95	
4	2*10584934	BEACON STAINLESS FLASK	GM	24.95	
5	1*10485668	BOTTLE BUDDY LONG-NECK	GM	1.00	
6	1*10617014	CHIROPRACTIC HEALTH HAN	GM	33.95	
7	1*10588567	PALMER TEQUILA SHOOTER	GM	8.95	
8	1*10616536		GM	18.95	
9	1*10621875		GM	15.95	
10+	1*10621899	PALMER NEW SANTA FE MU	GM	15.95	

=Save X=Cancel M=Modify R=Reorder S=Sub Catalogs

- If you see some items without a description, you should delete the SKUs for those items since they no longer exist. Place the cursor in the SKU field, hit the enter key and answer yes to the question if you wish to delete the item.
- You can follow the same sequence above to remove items

from the catalog. Items with zero quantity on hand will not display on the webpage. You can run the report, POS.RP.4.5, to get a report on the catalogs with the items and the QOH to help you determine which items should be removed from a catalog because the item will no longer be stocked.

- Next, select the R=Reorder from the bottom prompt.

Catalog Maintenance

Catalog: 145 Drinkware

###	SKU	Description	SEQ
17	2*10614754	PALMER ENGRAVED OUTLANDER MUG BUTT	
18	1*10554265	PALMER CREST DEEP ETCHED LEAD CRYST	
19	1*10617021	DO NOT USE PALMER CREST HANDLED TRA	
20	1*10614723	PALMER COLONIAL SPECKELED CERAMIC M	
21	1*10615713		
22	1*10614815		
23	1*10588550	PALMER AMAZON SHOT GLASS	
24	1*10555538	PALMER 32 OZ SUSTAINABLE NALGENE BOT	
25	1*10614693	NEW PALMER MOM COFFEE MUG	
26	1*10587058	INTREPID STAINLESS STEEL TUMBLER	
27	1*10585122		
28	1*10617007	DO NOT USE - CHIROPRACTIC HEALTH HAN	
29	1*10584934		
30	2*10617021	PALMER CREST HANDLED TRAVEL MUG	
31	1*10601716	TWO-TONE COFFEE MUG CREST/ALUMNI	
32+	2*10616529	PALMER TUMBLER WITH STRAW - 18 OZ	

1-85 Add Mov Ins

Cancel Options

- Click in the bottom 'SEQ' field and then select the > to advance to the next page, or you can just keep hitting the enter key to keep advancing 1 line at a time.

Catalog Maintenance

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###	SKU	Description	SEQ
65	1*10590843	PALMER IRON FLASK NOMAD TUMBLER GRA	
66	1*100865	PALMER MOM AND DAD GIFT TUMBLER SET	
67	1*100866	PALMER FROSTED GLASS MUG	
68	1*100869	PALMER STAINLESS STEEL TUMBLER	
69	1*100868	PALMER FROSTED TRITAN SPORT BOTTLE	
70	1*100867	PALMER ALUMNI SOFT TOUCH CERAMIC MU	
71	1*101082	PALMER MOM AND DAD 2 PACK CAN HOLDE	
72	1*101083	PALMER COLLEGE ALUMNI CAN HOLDER	
73	1*101084	PALMER COLLEGE CAN HOLDER	
74	1*101201	PALMER RUGBY FAN TUMBLER WITH HAND	
75	1*101200	PALMER CREST CERAMIC SHOT GLASS	
76	1*101193	PALMER COLLEGE OF CHIROPRACTIC SOFT	
77	1*101199	PALMER NEW MOM AND DAD TUMBLER GIFT	
78	1*101195	PALMER COLLEGE OF CHIROPRACTIC MOM	
79	1*101196	PALMER COLLEGE OF CHIROPRACTIC DAD T	
80+	1*101197	PALMER GRANDPARENT TUMBLER	5

▲ ◀ 1-85 ▶ ■ Add Mov Ins

Cancel
Options

- When you get to a line that you wish to move, in the 'SEQ' field, enter the line number that you would like to move the line to and then hit the enter key.
- When done, select the save option from the bottom line.