Shop Page Management

This document provides information for system administrators to manage Shop page catalogs, content and layout options

Catalog Visibility

Catalog visibility is setup via Shop Page Configuration.

Navigation: Menu > Admin > Select Function > Shop Page Configuration > Catalog Visibility

Step 1: Select the Catalog Name.

Step 2: Enter/Select search criteria.

Tips:

- When assigning a catalog to a large group of users, consider creating a **User Group**.
- To view a specific user or user group's assigned visibility, enter the user or user group name in the **User/Group Name** field.
- To view all user and user group assigned visibility, do not enter a value into the **User/Group Name** field.
- To view all assigned users and user groups, select the **Assigned** option in the **Visibility** field.
- To view all unassigned users and user groups, select the **Unassigned** option in the **Visibility** field.

Step 3: Select the Search button.

Step 4: Select the Assigned checkbox to assign visibility to the desired users and user groups.

catalog visibili	ty	
* Catalog Name:	Select Catalog	-
User/Group	Filter User/Group Name	\otimes
Name:		
Visibility:	All	•

Tips:

- Select the search results column headers to sort search results.
- Un-check the **Assigned** checkbox to remove catalog visibility for users and user groups.

Step 5: Select the Update button to save.

Select Function 💌			
General Settings	⊧		
User Group Management	►		
Workflow Settings	►		
Notification Settings	►		
Shop Page / Catalog Configuration	⊧	Horizontal	►
Workbench Page Configuration		Catalog Visibility	
Receive Page Configuration		Upload Catalog	
Invoice Configuration	⊬		
Account Code Configuration	►		
Reporting Configuration	►		
Import Management	►		
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