

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.

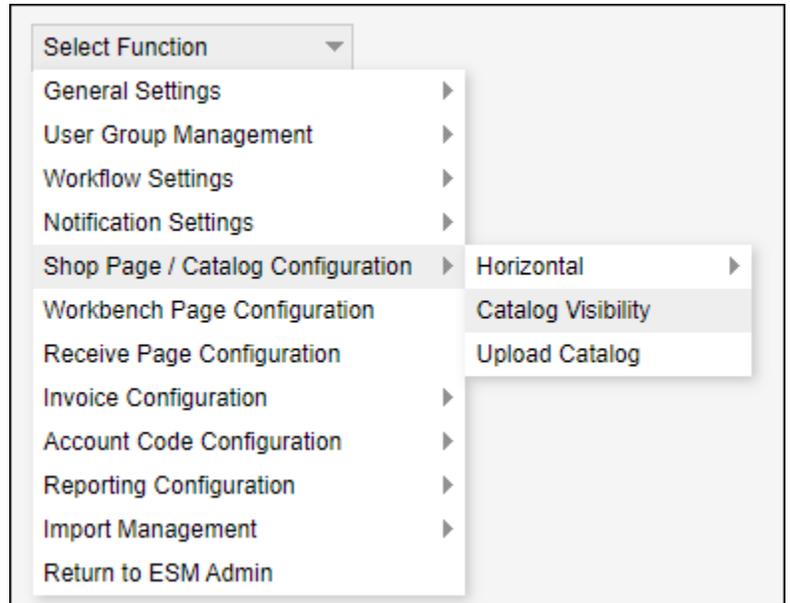
Navigation: Menu > Admin > Select Function > Shop Page Configuration > Catalog Visibility

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.

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.