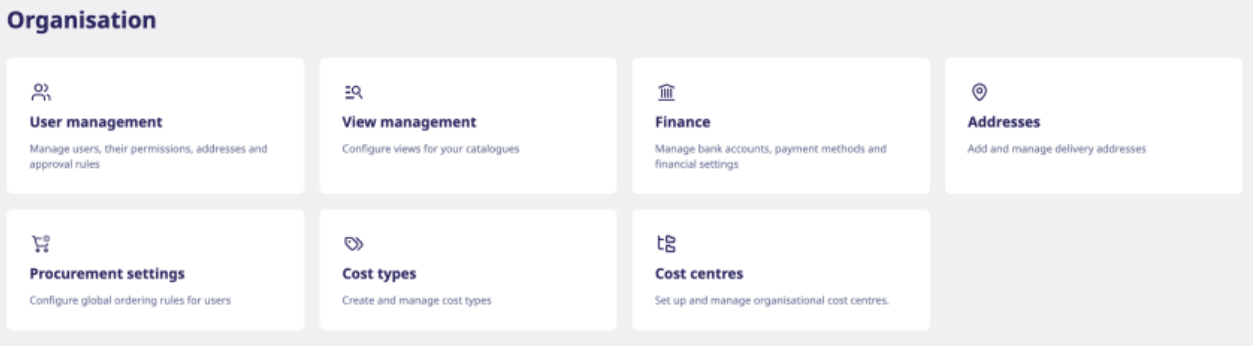
Value added. Value shared.

View management

As an admin, you can browse your views and assign BusinessShop catalogues to each view to control access to assortments. You can also remove catalogues directly within a view and get catalogue details in one place.

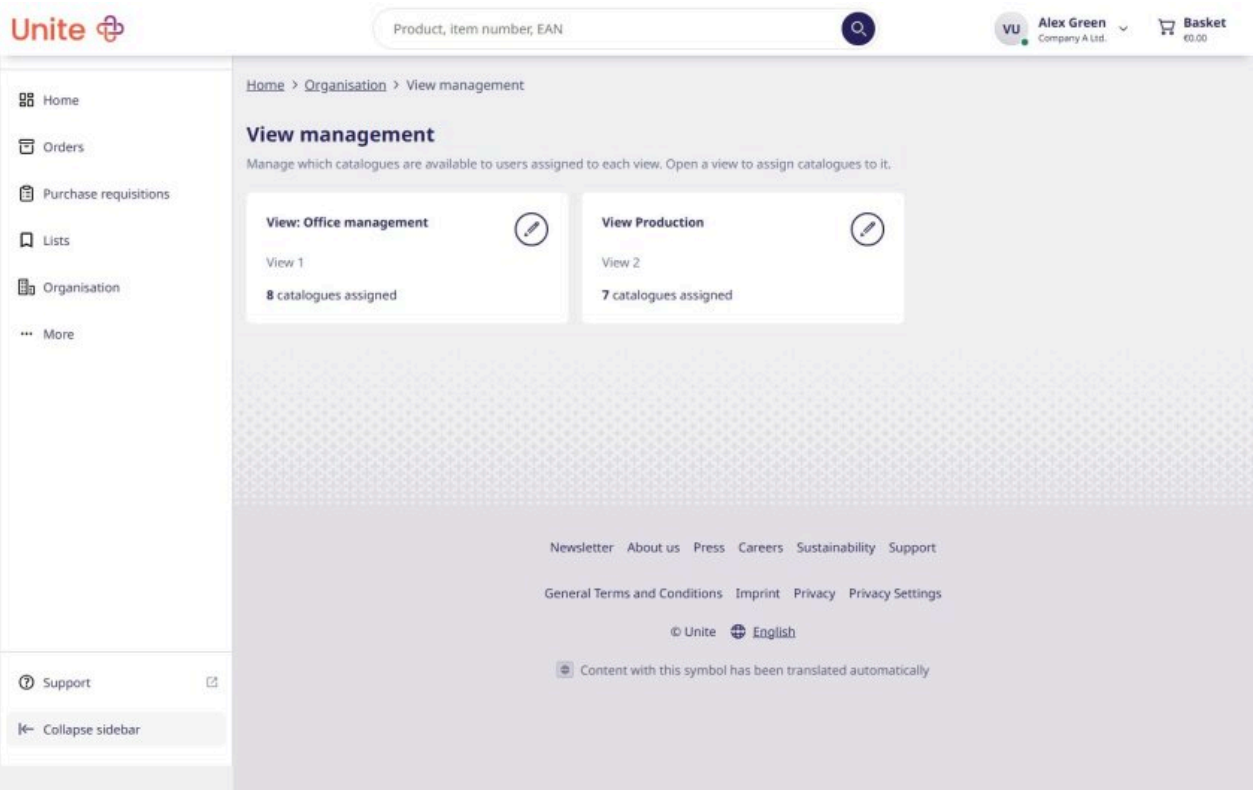
Overview of View management

Open ‘Organisation’ and click on ‘View management’.

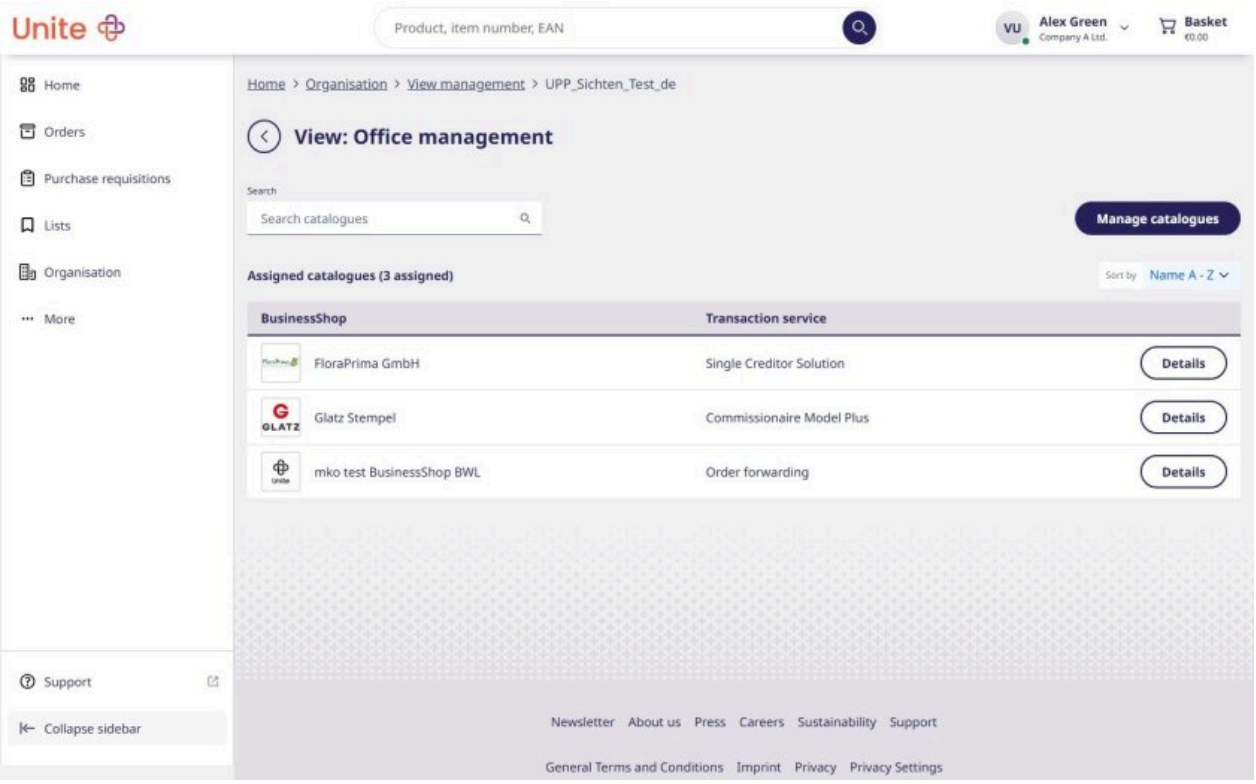


In ‘View management’ you will see all the views created for your account. Each view appears as a separate tile showing:

- The view name
- A description (if available)
- The number of assigned catalogues



Click on a view to see which catalogues are currently assigned to it. For each catalogue, you can see the BusinessShop name, the associated transaction model and details about the BusinessShop, such as its available product range.



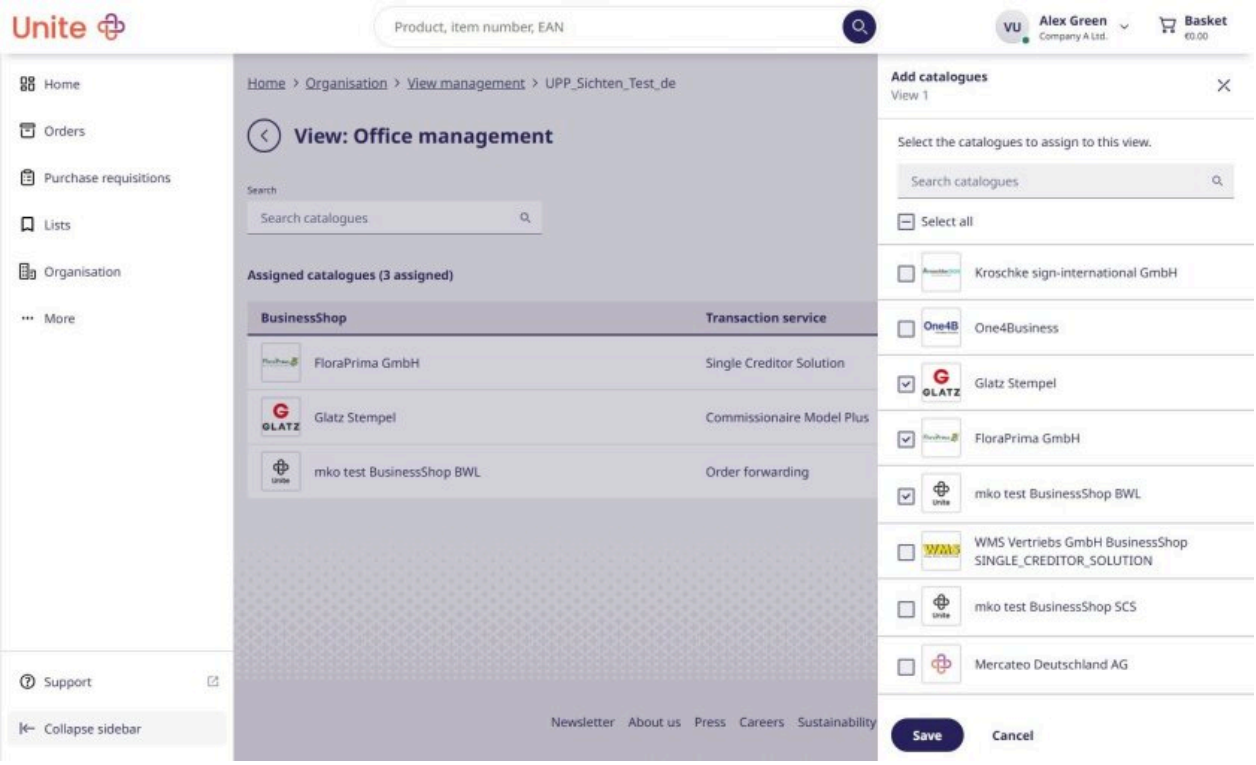
How to assign catalogues to a view

To make additional catalogues available to users assigned to a view, follow the steps below:

1. Click on the view you want to assign.

2. Select ‘Manage catalogues’.

3. A sidebar opens, showing the available catalogues.



4. Select the catalogues you want to assign. You can also search for the relevant catalogue by name.

5. Click ‘Save’.

The selected catalogues are now assigned to the view and are available to its users.

How to remove catalogues from a view

To remove a catalogue, follow the steps below:

1. Click on the view you want to make changes to.

2. Select ‘Manage catalogues’.

3. Uncheck the box for the catalogue you want to remove.

4. Click ‘Save’.

5. If you no longer want to remove the catalogue, click ‘Cancel’ to close the sidebar without making any changes.

How to add, remove or edit views

If you need help adding, removing or editing views, please get in touch with your Unite representative or contact the Unite Sales Team.