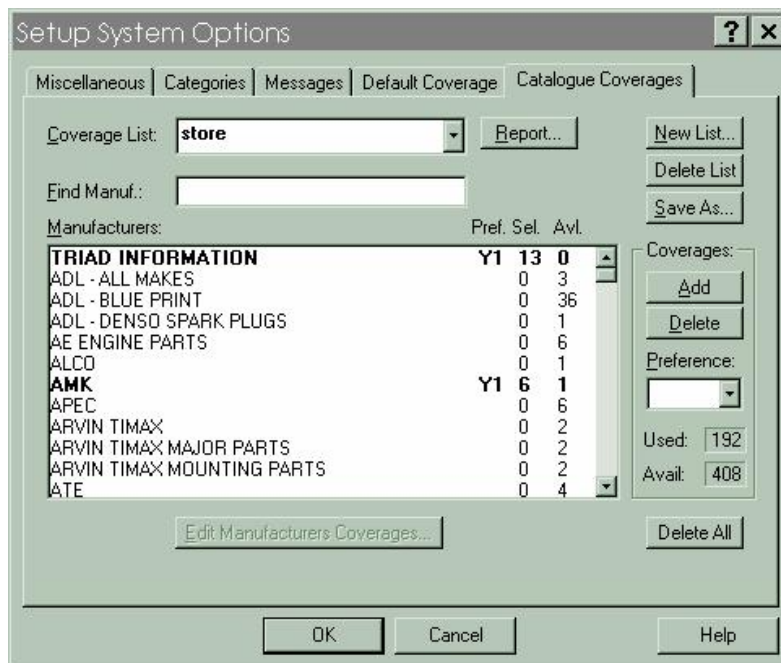




ACTIVANT™

TO ADD OR DELETE MANUFACTURERS IN MASTERCAT CATALOGUE

Open up the Mastercat Catalogue, go to Setup, System Options and then Choose Catalogue Coverages.



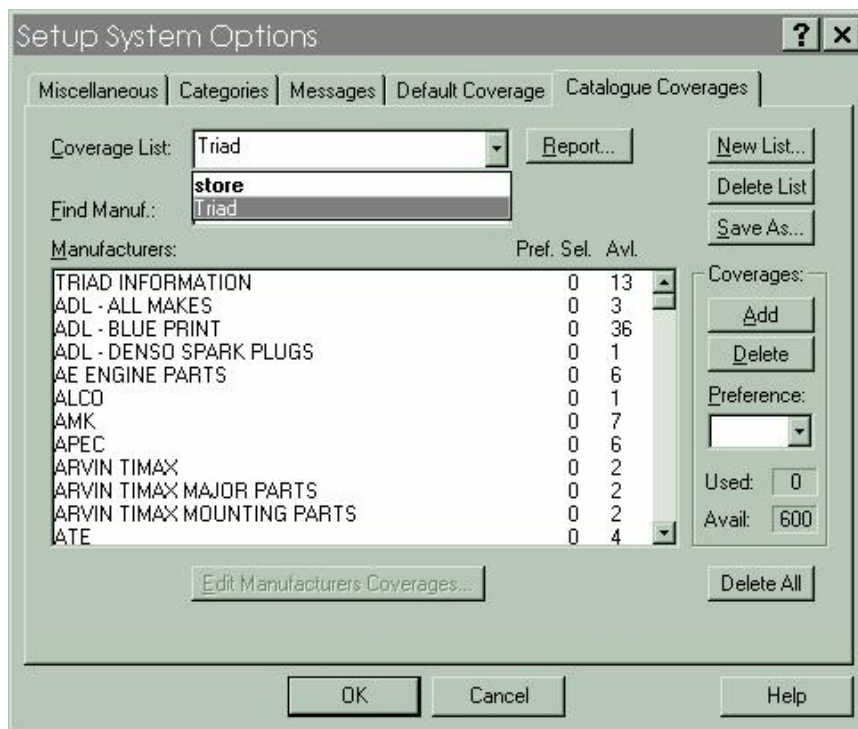
The Manufacturers that already appear in BOLD are default ones. These are already set up.

Create your own specific coverage list by clicking on New List. Use your own Company/Garage name for example.

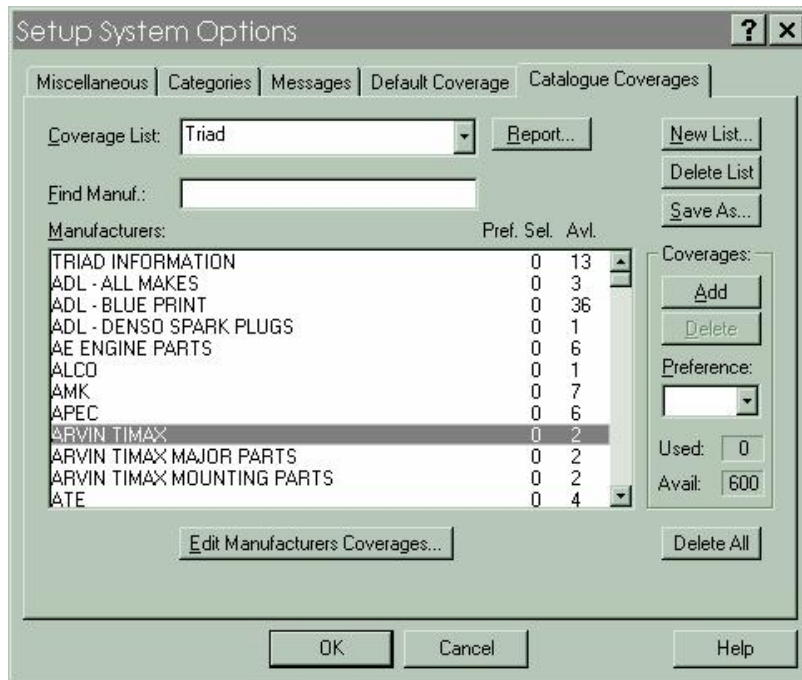


Type in the new name and then click on OK.

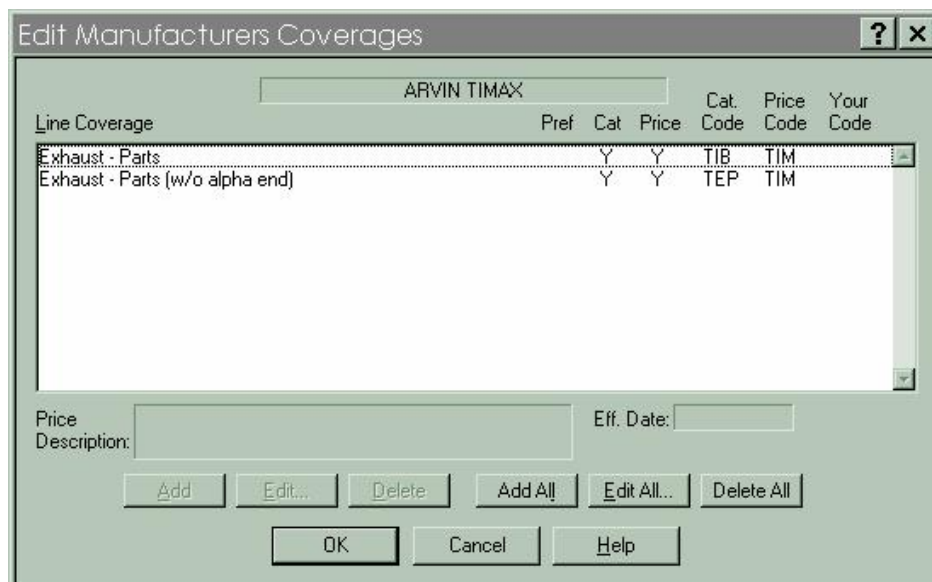
You will now note that there are two names in the Coverage List and the one you have created will have no Manufacturers set up. Now you can set up the Manufacturers that you wish to use.



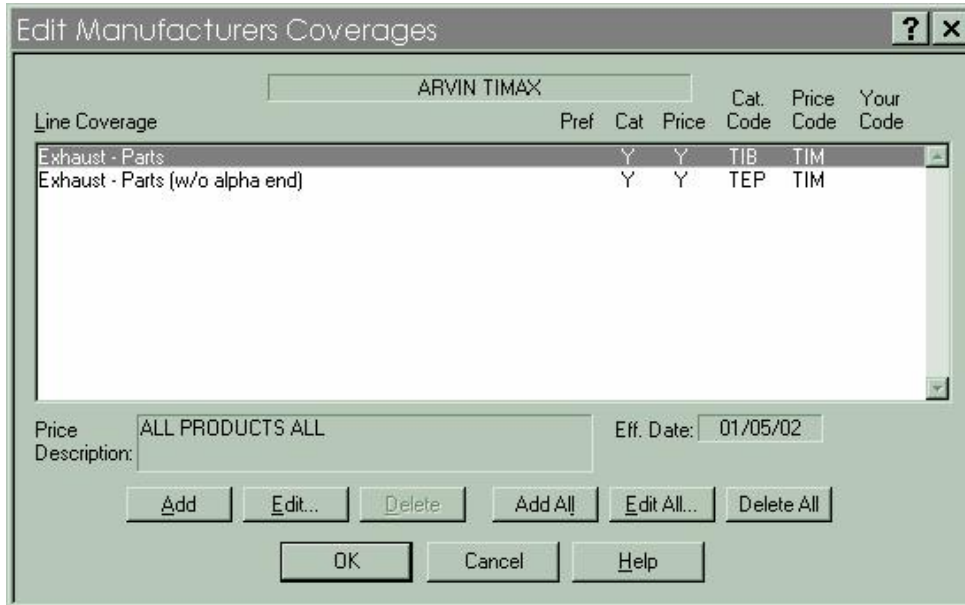
To add a new Manufacturer click once on the name to highlight it and then click on the Edit Manufacturers Coverages button.



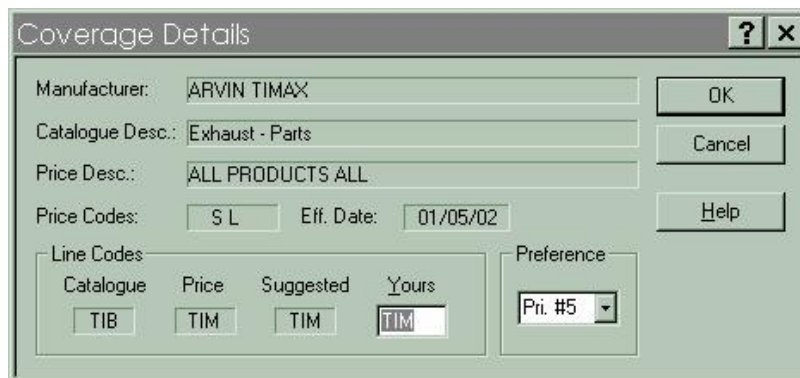
There will be one or more lines covered within each Manufacturer, these will be listed in the Edit Manufacturers Coverages box.



Select each line that is required and click on the Add button.

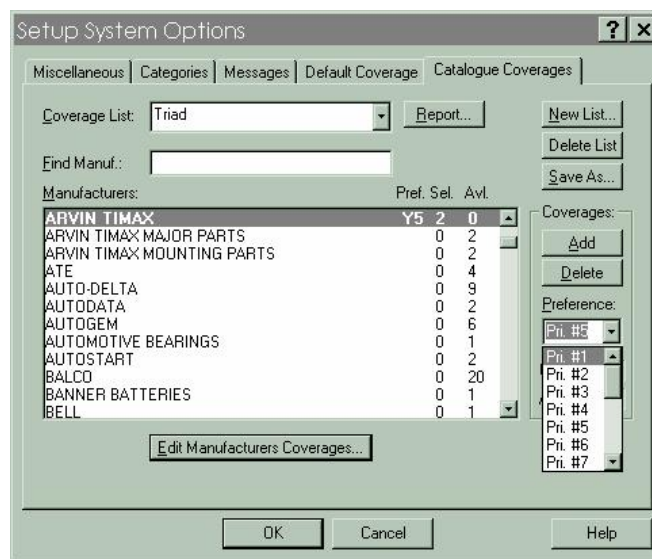


For each line choose your preference in the Coverage Details box using Pri#1 to Pri#9 or Sec#1 to Sec#9.



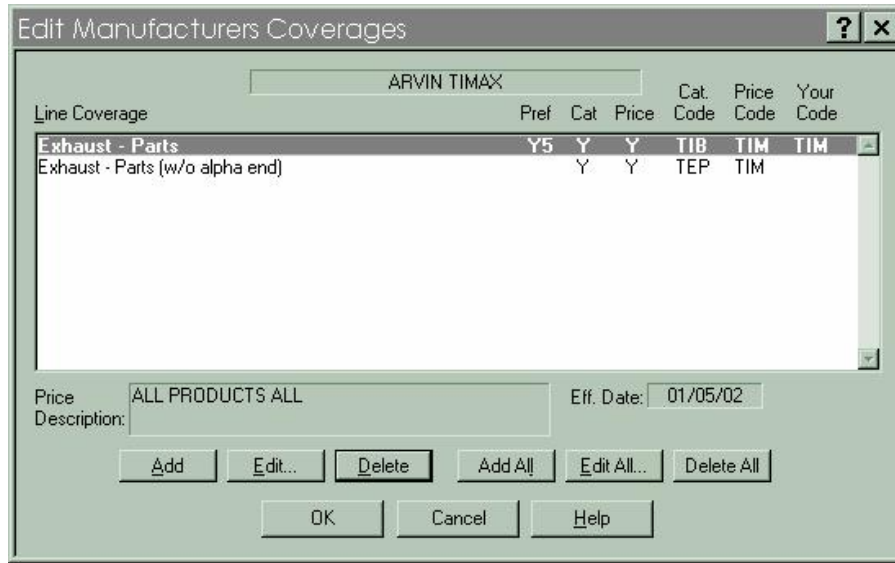
The difference between Pri and Sec is that primary lines will appear first and if your primary suppliers do not have the part you are looking for then you can click on the Toggle Pri/Sec Lines button on your toolbar to look at your secondary supplier.

You will note that the line will now show in BOLD. Once you have selected all the lines you require then click on OK and you will return to the Setup System Options box. You will note that the Manufacturer name is now in BOLD. Note if you wish to select all of the lines within the Manufacturer, then click on the Add All button. You will not be asked for the preference here. You can choose the preference when you return to the System Options box.



To delete a Manufacturer that is no longer required go through the same steps as above except the Manufacturer will already be in BOLD and the line/s will also be in BOLD.

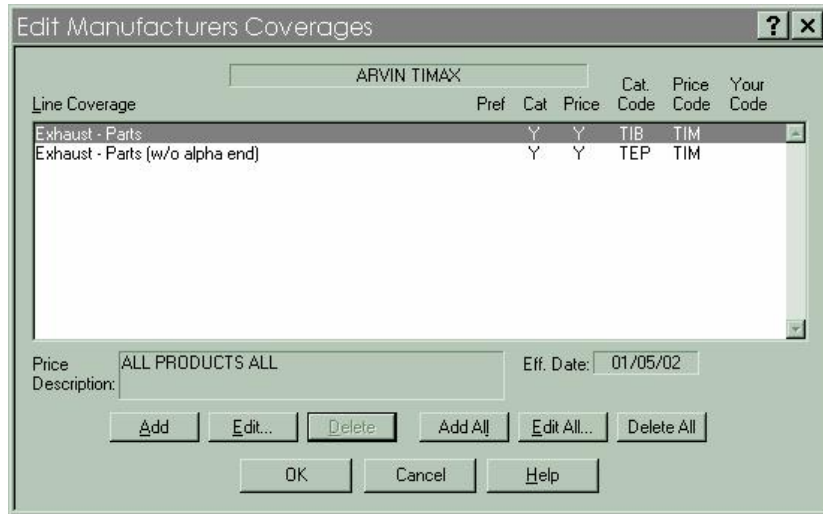
Select the line/s that are no longer required and then click on the Delete button.



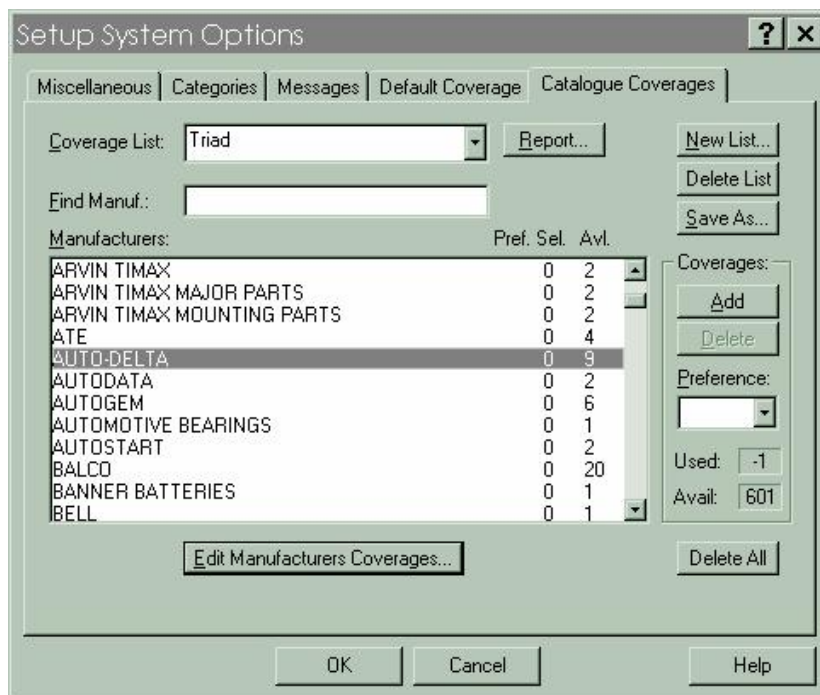
You will be asked a question to which you answer yes or no.



You will now note that the line/s are no longer in BOLD and will no longer appear when doing a lookup.

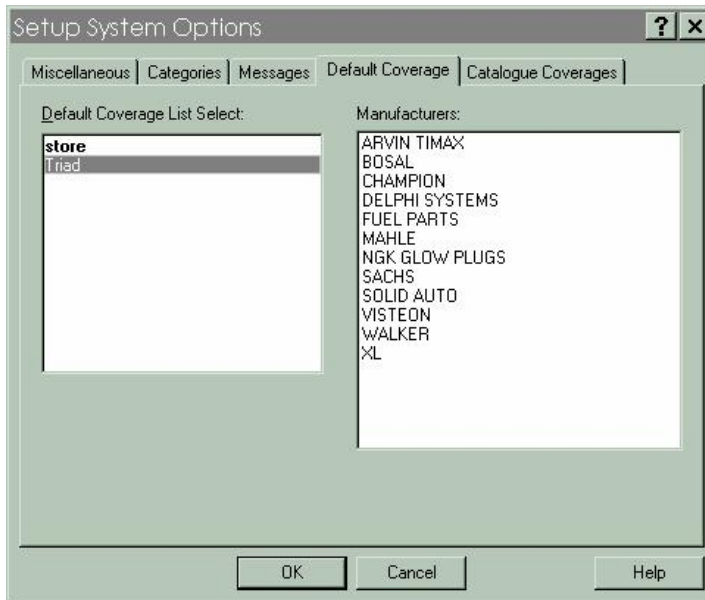


Click on OK and you will return to the first box showing the list of Manufacturers available. If you have deleted all the lines within the selected Manufacturer you will note that the Manufacturer name is now no longer in BOLD.



You can now continue to add or delete as required.

When you have finished you will need to set up your Specific Coverage list as the default. Click on the Default Coverages tab. This will display the Store (Mastercat) default list and the list that you have created. Highlight the list you have created and then click on OK.



You will now see on the start screen of the Mastercat Catalogue the name of the Default Coverage List on the right hand side, near the top.

