

CATALOG VERSION MANAGEMENT

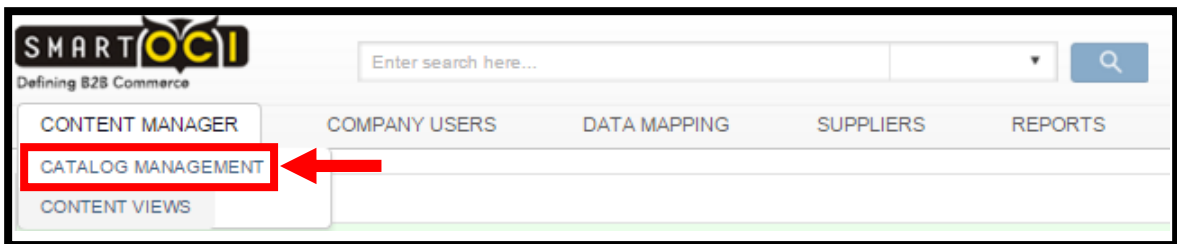
smartOCI automatically stores new catalog version information. Any catalogs that are in the *Approved* or *Live* columns are locked in read-only mode. A new version of the catalog is created whenever the *Administrator* edits the catalog details, (i.e. item price).

Unlike editing catalog details, changing the catalog header level information does not create a new version of the catalog. Below is a list of what is considered header data that doesn't create a new catalog version:

- **Catalog Name**
- **Catalog ID**
- **Start Date**
- **End Date**
- **External Catalog Definition**

New catalog versions when *Approved* or *Published* as *Live*, replace the original catalog. There can only be one new version of an existing catalog in the system at any given time.

1. Near the top the *Administrator Homepage*, hover over the *Content Manager* tab and select *Catalog Management*.



2. If needed, use the *Search Within* and/or *Filter* functions to find the desired catalog(s).
3. Click on the carrot(s) next to the catalog name to reveal the summary information.
4. You will be able to view the *Version Number* in addition to other creation data.

CREATE CUSTOM FIELDS REFRESH Search Within... Reset FILTER OPTIONS

| WORKING | APPROVED | LIVE |
|--|---|--|
| Allison Transmission • Updated Version Number: 2 Supplier: Allison Transmission Created On: 04.02.2016 Created By: Michael Jud Type: Internal Catalog Method: Direct Upload Buyer Number of Items: 15 Status: Updated Active: Active Updated On: 04.02.2016 Updated By: Amanda Samonte | AVL-CONTENT • Unpublished CATALOGEXPIRY_TEST • Unpublished WEI_CATALOG_EMC USTOOL • Approving Sanity-0131 | Allison Transmission Version Number: 1 Supplier: Allison Transmission Created On: 22.07.2015 Created By: Michael Jud Type: Internal Catalog Method: Direct Upload Buyer Number of Items: 15 Status: Published Active: Active Updated On: 04.02.2016 Updated By: Shaz Khan |