Configure **Content Views and Groups**
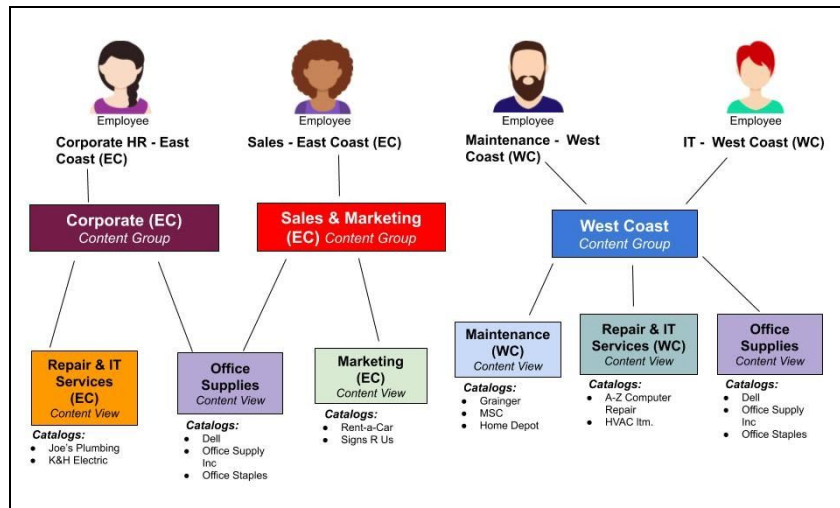
Grab & Go on the customization of catalog access based on user role, region or commodity.

Content Views: Grouping of catalogs and non-catalog suppliers into logical sets.
- A single Content View can belong to multiple Content Groups.
- Ex: Region, Commodity, Division, Content groups are then assigned to Content Views.
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Content Groups: Users assigned to a Content View(s). This assignment determines what catalogs and non-catalog suppliers users will have access to.
- A single Content Group may be assigned to multiple Content Views.

ACCESS CONTENT VIEWS & GROUPS

Content Views & Groups are configured from the same location within *Vroozi Catalog*

1. Within the *Content Manager* tab and select *Content Views*/Groups.
2. There are **2** tabs separating *Content Group* and *Content View* management.
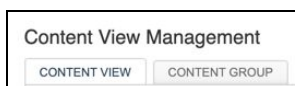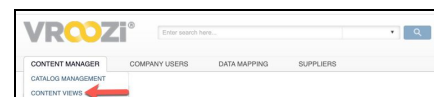
CREATE A NEW CONTENT *GROUP* OR *VIEW*

Since Views are associated to Groups, Content Views should be created first.

1. Click *Create* from the left navigation panel.
2. Type in the Content View or Group Name in the text field
3. The View/Group status defaults to *Active: Yes*. To create an *Inactive Content Group*, click on it to change it to *Active: No*.

4. Select *Add Content Views* for Content Group *Creation* and select *Add Catalogs* for Content View Creation.
   - Check the box next to the View/Group name to select it. More than one or all can be selected at a time. (shown on right)
   - *Save*.

   Note: Catalogs can be associated to Views at the catalog record or at the Content View Manager.

5. Returning to the Content Group/View draft, select *Save*

SUPPLIER VIEWS

Suppliers not associated to a catalog can be configured as a *Non-Catalog* supplier and associated to a Content View at the Supplier record. (shown below)

Edit Views or Groups

Delete, Activate or Delete

Select the Group or View and either Delete, Activate or Deactivate.

Edit

Click on the Group/View Name to reveal edit screen. View/update name or add Catalogs/Views.

Remove a View or Catalog by checking the box next to the name and selecting *Remove*.