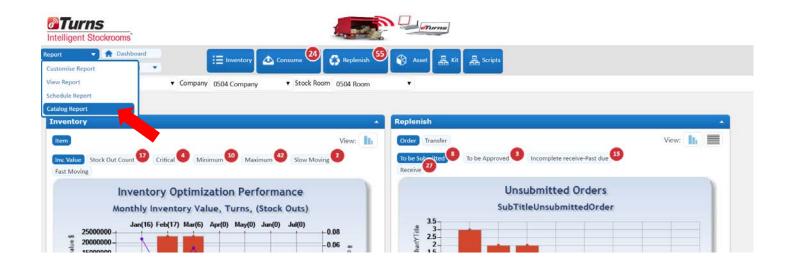






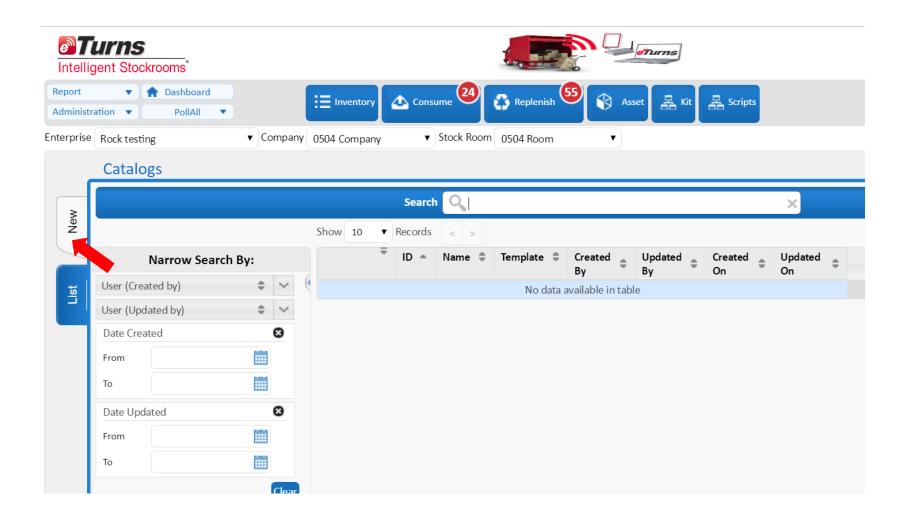
## **OPEN CATALOG REPORT MODULE**



4/1/2017 It's about time 2

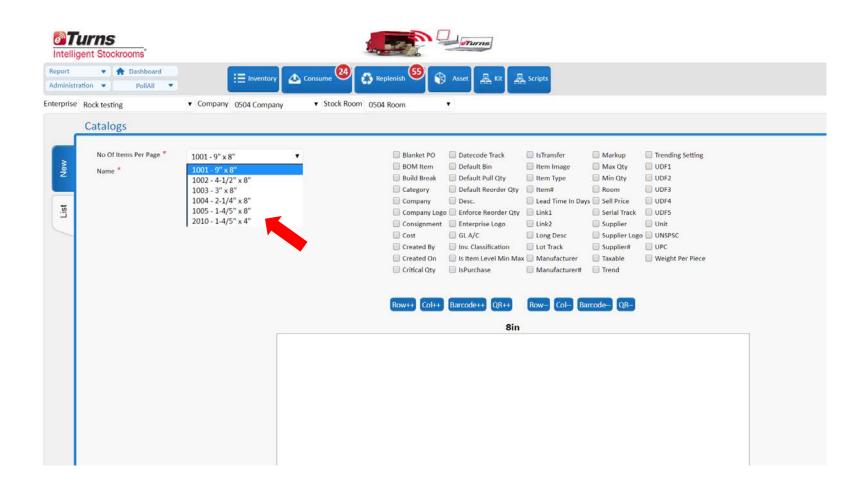


## CLICK NEW TO CREATE NEW CATALOG



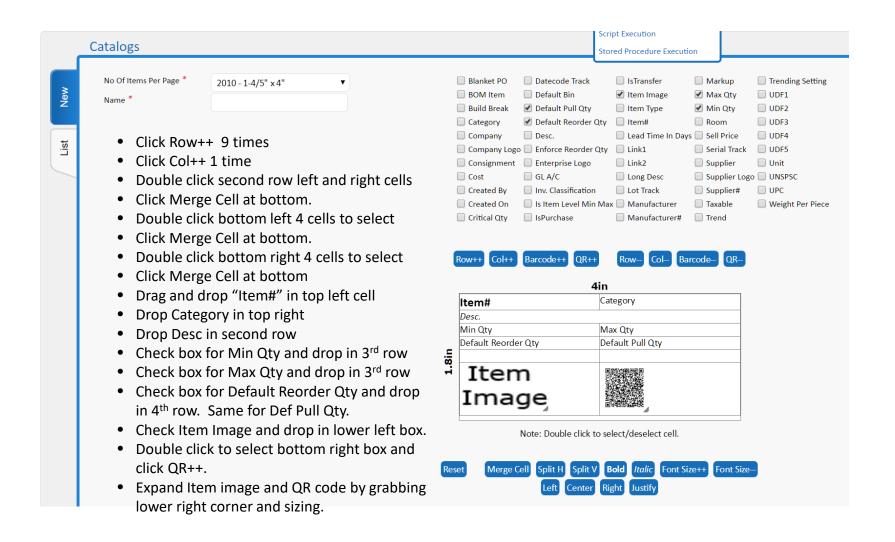


# CHOOSE FORM SIZE / # OF ITEMS PER PAGE



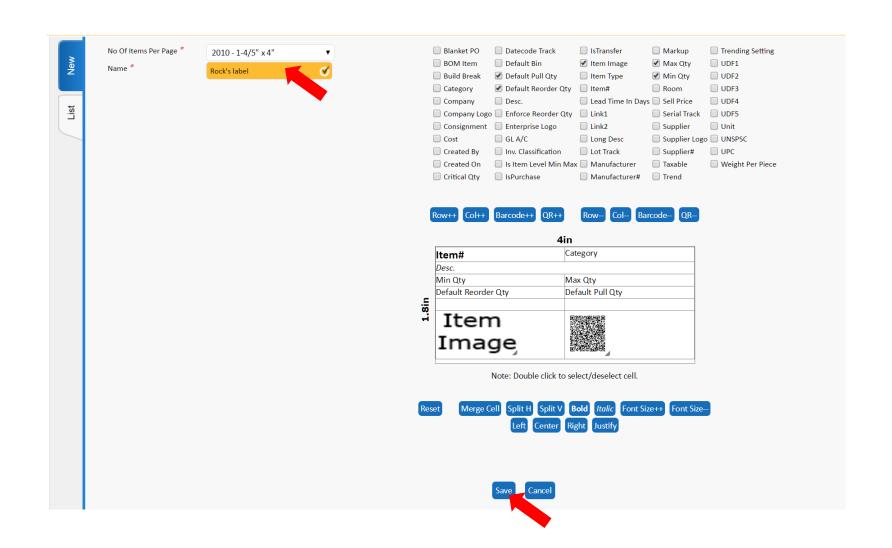


#### DESIGN EACH ITEM'S INFORMATION



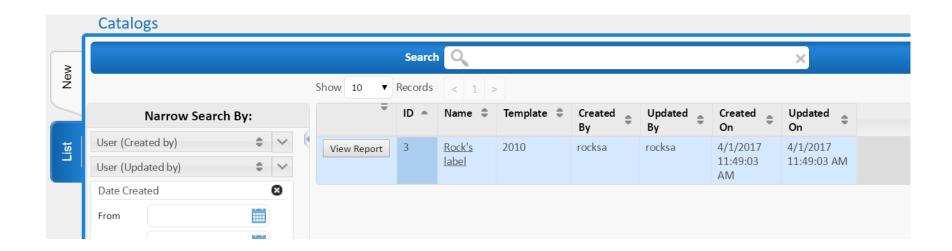


### NAME LABEL AND SAVE





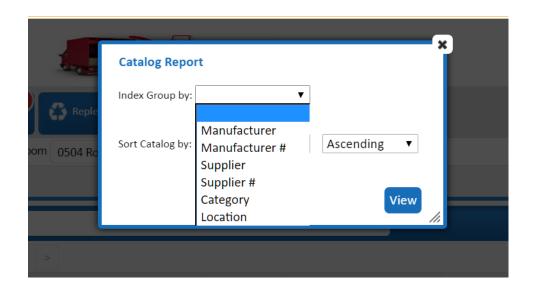
## LABEL DISPLAYS IN CATALOG LIST



- Click Label Name to edit
- Click View Report to view and print Catalog

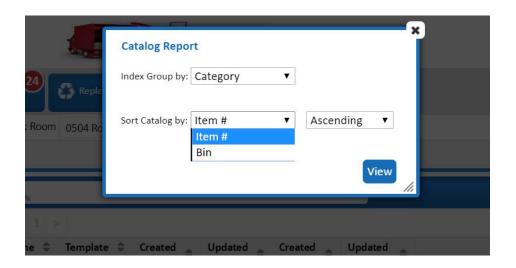


### CHOOSE HOW TO PRINT CATALOG



- After clicking on View Report, this Popup displays
- If nothing is selected in Index Group by, then Catalog prints all items without any grouping
- If Category is selected as an option, then items will be grouped by Category with the Category name appearing at the top of each page.





- Next, select how you wish to have the items in each Group sorted.
- Either by Item # or Location
- Lastly, select Ascending or Descending sequence



# CATALOG TABLE OF CONTENTS

#### **Table of Contents**

Category 1	2
Category 2	4
Category 3	6
Category 4	8
Category 5	10
Category 6	12



# ALL CATEGORY 1 ITEMS GROUPED TOGETHER

Page 1 of 13

Category: Category 1				
005 con1	Category 1	005 xyz	Category 1	
Min Qty: 0 Default Reorder Qty: 1	Max Qty: 0 Default Pull Qty: 1	Min Qty: 500 Default Reorder Qty: 1	Max Qty: 1000 Default Pull Qty: 1	
<b>457127</b> 4.5 W Blunt / 40 W Equivale	Category 1	consign item7676767	Category 1	
Min Qty: 25	Max Qty: 200	Min Qty: 0	Max Qty: 0	
Default Reorder Qty: 10	Default Pull Qty: 1	Default Reorder Qty: 1	Default Pull Qty: 1	
dsfasdgvcasdfhhs	Category 1	Item order for testing	Category 1	
Min Qty: 0	Max Qty: 0	Min Qty: 0	Max Qty: 0	
Default Reorder Qty: 1	Default Pull Qty: 1	Default Reorder Qty: 1	Default Pull Qty: 1	
	国政策4回		<b>□6'5</b> 4 <b>□</b>	
			100 100 100 100 100 100 100 100 100 100	