

Exclusion Lists

- Click “Features”
- Click “Exclusion Lists”
- To edit an existing exclusion, click Edit in the Actions area
- Change the name of the exclusion, update its description, activate or deactivate
- Save
- To create a new exclusions list, click on “Create an Exclusion New List”
- Type a name for the new list
- Create a description
- Check the “Active” box
- Save
- To add products to your new list, click “Search for Products”
- Search for the products to add by keyword or product # and use the guided navigation to narrow your results
- Check specific items to add to your list by clicking “Add to Clipboard” on each product
- Or check the checkbox on each product you wish to add, then click “Add marked products to Clipboard” from the “Marked Items” dropdown
- When you have chosen all products you wish to add to your new list, click the “Select Action” button to select all items from your clipboard and choose “Add to current exclusions list”
 - If you have other products on your clipboard from a previous search, check the items you wish to add to your new list, one by one
 - Maximum items allowed on an exclusion list is 96
- Save