

Product Property Set User Guide

Product Property Set Actions

Add Product Property Set

To start this action, click the **Add Product Property Set** button above the Product Property Set listing.

Creates a new Product Property Set.

When this action starts a form is displayed to enter the details of the Product Property Set.

Each field customises or controls some aspect of the Product Property Set display or behaviour.



Some fields are required and must be entered before the Product Property Set can be added, the required fields are .

Although some fields are not required, it is best practice to populate these, including .

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

View


To start this action, select the Product Property Set you need to work on, and click the  **View** button in the  More Menu on that row.

Display the selected Product Property Set.

This action displays the Product Property Set similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Edit

To start this action, select the Product Property Set you need to work on, and click the  button on that row.

Edits an existing Product Property Set.



When this action starts a form is displayed with the existing Product Property Set and any previous information entered.

Each field customises or controls some aspect of the Product Property Set display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.



Copy

To start this action, select the Product Property Set you need to work on, and click the  **Copy** button in the  More Menu on that row.

Copies an existing Product Property Set.

The selected Product Property Set is copied and the word (Copy) will be added to the name of the new Copy

Delete

To start this action, either select the Product Property Set to work on and click the  button on that row. Or CTRL+click to select multiple Product Property Sets and click the  button above the Product Property Set listing.

Deletes an existing Product Property Set.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Product Property Set.

Search



To start this action, click the  button above the Product Property Set listing.

Allows a Search of Product Property Sets.

This allows a simple text search across all Product Property Sets.

To search a specific field select the field from the drop down list

Adv. Search



To start this action, click the  **Adv. Search** button above the Product Property Set listing in the  More Menu.

Allows an Advanced Search of Product Property Sets.

The Advanced Search opens a new section at the bottom of the Product Property Sets and allows several distinct features:

- Multiple Search Lines : allows Product Property Set matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter
- Export : allows the results of the search to be exported and worked on separately

Refresh

To start this action, click the  **Refresh** button above the Product Property Set listing in the  More Menu.

Refresh the list of Product Property Sets.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the  **Export to List** button above the Product Property Set listing in the  More Menu.

Export the Product Property Set results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Product Property Sets shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Product Property Sets will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.



Export All

To start this action, click the  **Export All** button above the Product Property Set listing in the  More Menu.

Export all the Product Property Sets to a List.

Exactly as for "Export to List" except rather than just Exporting the Product Property Set results shown, all Product Property Sets will be expored.



Export Item

To start this action, select the Product Property Set you need to work on, and click the  **Export Item** button in the  More Menu on that row.

Export only the selected Product Property Set to a List.

Exactly as for "Export to List" except rather than just Exporting the Product Property Set results shown, only the selected Product Property Set is exported.

Choose Columns

To start this action, click the  **Choose Columns** button above the Product Property Set listing in the  More Menu.

Changes the Columns shown in the Product Property Set Listing.



The Choose Columns screen shows the Selected Columns on the left, and the Product Property Set Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Product Property Set Listing.

Manage Filters

To start this action, click the  **Manage Filters** button above the Product Property Set listing in the  More Menu.

Creates custom Filters for Product Property Sets.

A Filter is a saved Advanced Search. Multiple Filters can be created for Product Property Sets.

These Filters appear at the top of the Product Property Set listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Product Property Sets where these can be managed.

Product Property Set Field Reference

Name

Name for this property.

Trigger Property

If a Trigger Property is selected, no results will be displayed until this property has been given a value