

Catalog Sorting Tool for Actinic

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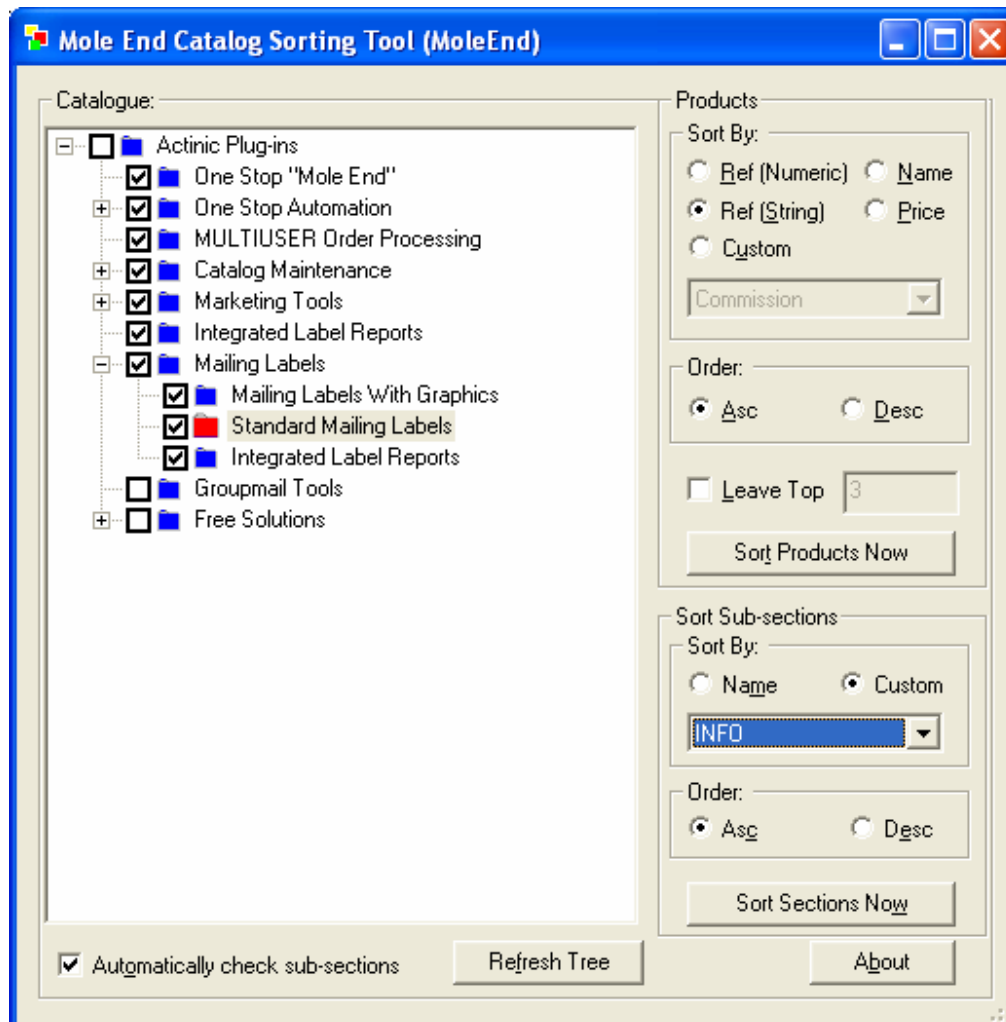


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Introduction

This program allows you to sort products within selected sections and sections in your Actinic catalog.



Sorting products within Sections

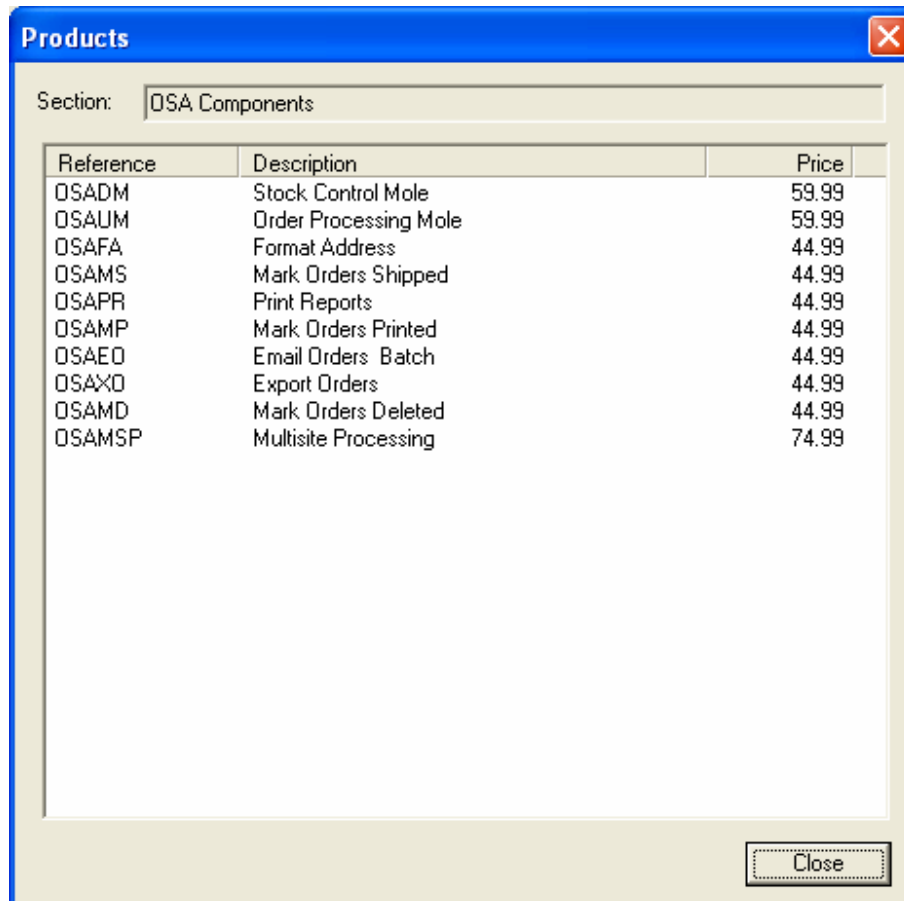
1. Select the section(s) that you want sorted by clicking on the section line (a tick will appear).
2. If you do not want to move the top items in a section, for example, if it is used to describe the contents in each section, check the *Leave Top* option and enter the number of items to leave.
3. Decide what you want the search to be based upon. You can use product reference, name, price or custom variable. If you are using a product reference you can choose to sort them as a numeric value (i.e. 9 will appear before 10) or as a string (10 will appear before 9). By using a Custom variable to sort you can use a hidden, not displayable, value.
4. Select the order that you would like the items sorted by, ascending or descending.
5. Click the *Sort Products Now* button. You should make sure that you have previously backed up your Actinic database as the sort cannot be undone.

Sorting sections

- 1 Select the sections that you want to sort.
- 2 Decide what you would like the search to be based on. You can use the name or custom variable. When using a Custom variable you can use a hidden, not displayable, value. For example, the popularity of the product.
- 3 Select in which order you would like the sections sorted, ascending or descending.
- 4 Click the *Sort Sections Now* button. You should make sure that you have previously backed up your Actinic database as the sort cannot be undone.

Viewing products within a section

If you want to see which products are in a section you can double click on a section. This will display the following dialog :



This can be useful to see how the products have been sorted.

Additional Features

When you select products you can choose to select single items or automatically check (or uncheck) the relevant parent and child sections (and products). To automatically select the additional sections of the tree check *Automatically check sub-sections*.