

# Non Application (Industrial) Catalogue Setup

This document outlines the steps to complete the initial setup for the new non-application specific catalogue provided in the latest version of autoecat.com. This document will also describe the steps required for ongoing maintenance of the non-application catalogue.

## Initial Setup

**Step 1.** Open the spreadsheets provided by AMS

- The document named **xlsx** is a listing of all product currently in your stocking inventory.
- The document named **xlsx** is a listing of all available product codes used in the non-application catalogue.

**Step 2.** Remove all unnecessary categories from **bindcsv.xlsx**

- In order to reduce the amount of work you will need to do, remove all categories that you know do not contain non-application product.

**Step 3.** Match the Class & Subclass codes to your inventory

- Using the two spreadsheets, match up the product classification codes to your inventory.
- Place the **Class code** value from the **xlsx** spreadsheet into the **class** field of **bindcsv.xlsx**
- Place the **Subclass code** value from the **xlsx** spreadsheet into the **subclass** field of **bindcsv.xlsx**

- Enter in any additional comment/description info into the **extended description** field of **xlsx**.

**Step 4.** Check the **Catalogue Vendor** in your category file.

- Check to make sure your non-application categories have a catalogue vendor in the **Catalogue Vendor**
- Many new vendors have been added for use in the non-application catalogue
- If you can't find a code, let us know.

**Step 5.** Email the completed spreadsheet to [jimp@amscomp.com](mailto:jimp@amscomp.com) in order to have the updated classification codes uploaded into your system.

# Continued Maintenance

Continued maintenance of the classification codes can be done through the **product master maintenance** screen in either (A)dd or (C)hange mode.



- The two highlighted fields will allow you to add/change the Class & Subclass for a given item.
  - Each field has a search function tied to it. You can access it by clicking on the icon or pressing the **Tab**
  - Any new or changed part classifications will take overnight to be updated online.
  - Continue to ensure that a valid vendor is entered in the **Catalogue Vendor** field of your non-app categories
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