# Catalogue Basics

This section describes how to view the catalogue, as well as how the basic navigation of a catalogue works.
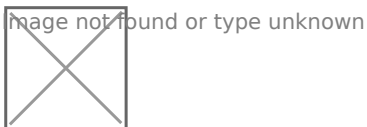
## Opening a Catalogue

There are 3 ways of viewing or editing a catalogue.

- Catalogues can be accessed from the System Administration menu.
- Catalogues can be made available from the main menu. If a catalogue has been published it can be accessed from the catalogue menu item
- Catalogues can be published as part of pathway steps. All users with access to the pathway will have access to the catalogue.
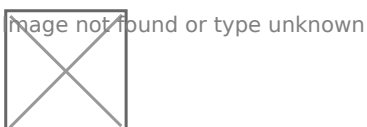
# Accessing Catalogues from the System Administration Menu

*To navigate to the module, select System Administration | Modules | Catalogue*

Click "Catalogues" in the quick links menu on the right - the screen will display a list of all catalogues in the system and their current status.



Clicking on the link in the URL column on this page will open the catalogue in a new window or tab for viewing/editing by the administrator

# Quick Access to a Catalogue

Should there be a specific catalogue that a system user wants edited, the system user should send the catalogue URL to the expert.

The catalogue expert should then log into the system, then open a second tab and then paste the URL link received from the system user into the tab.

This will open the catalogue for the catalogue expert to edit.

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