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.

Revision #1
Created 2021-03-28 19:17:54 UTC
Updated 2021-03-28 21:40:59 UTC