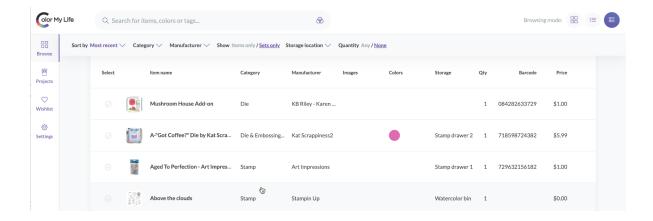


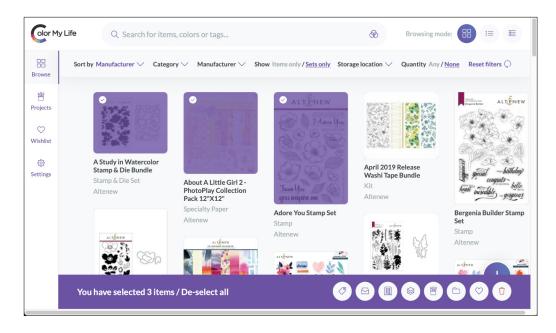
Browse

Additional Display Option: Table



Multiple Item Selection: Update multiple Items at the same time

Click to select one or more items



- Add one or more tags
- Update Storage Location
- Update Manufacturer
- Add to a Project
- △ Add to a Set
- Add to Wishlist
- Delete Item(s)



Search, Sort & Filters

Search

- Select tag from list to view Items with that tag
- Select specific item

<Enter> search all (names, tags, manufacturers



Sort

New option: Oldest

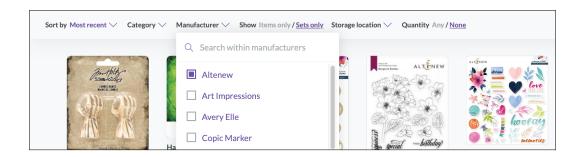
Note: Creation date is used instead of Last Update date (mobile app)

Tip: Sort by Manufacturer and Items missing a manufacturer will be listed first



Filters

- · Toggle between Items and Sets
- Includes search option to avoid scrolling through long lists of values
- Note: after selecting one or more values, click anywhere on the app screen to activate filter

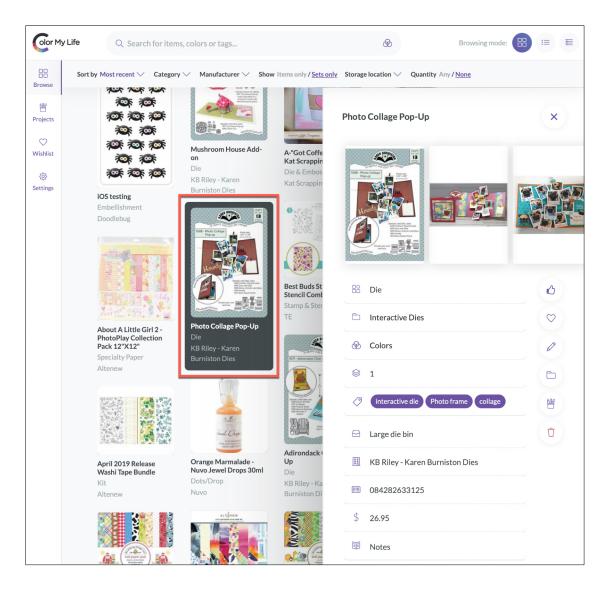




Web App Overview Item Details

Click on Item to view details Several Options:

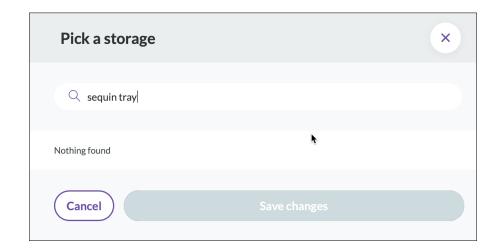
- Add to Favorites
- Edit Item details
- Add to Set
- H Add to Project
- Delete Item



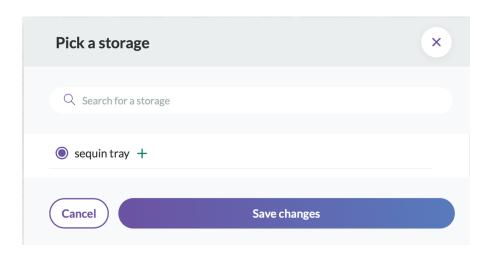


New Manufacturers and Storage Locations

1. New Manufacturers and Storage Locations are created by typing the new name in the Search Criteria:



2. Hit <enter> key, and the new value will be created and can be selected.



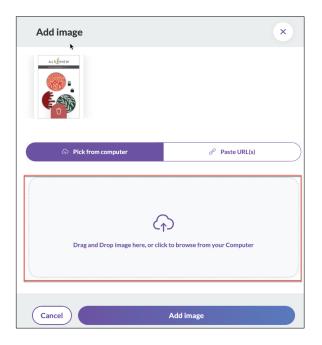


Web App Overview Adding Images



Click to navigate to computer file systemOR

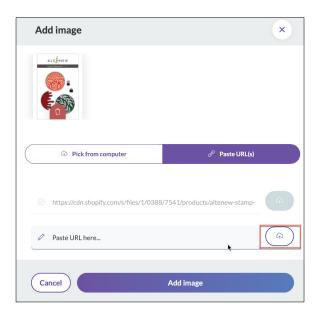
Drop image files into the upload area





Paste URL (link to image)

Click 🗇 to upload image



Click to add image(s) to Item

Add image



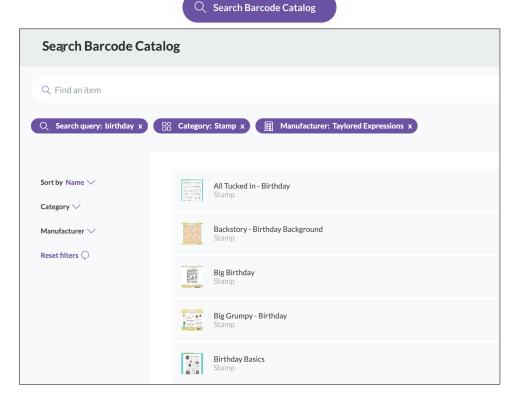
Searching Barcode Catalog

Search criteria

- · not required, but recommended
- Multiple (separate words) can be used, treated as AND
- Avoid long phrases (search uses exact match)
- not case-sensitive
- <enter> key to add criteria to search

Filters

- · not required, but recommended
- Multiple filters can be used
- click anywhere on the app window to activate filter
- Logic
 - · Within a filter (i.e. Manufacturer): OR
 - Across Filters (Manufacturer & Category): AND
 - Example
 - (Category = Stamp OR Die) AND (Manufacturer = Altenew OR Taylored Expressions)





Web App Overview Adding Color Tags

To manually select a color from the image using the color bubble

- 1. Click anywhere on image to move color bubble (if it doesn't move)
- 2. Click, hold, and drag bubble to location of color to be selected
- 3. Click again on the image to place the color bubble and pick the color
- 4. Click on Add color
- 5. Repeat above steps to pick additional colors
- 6. Click "submit selected colors" to add to item

Tip: Use Auto pick to get the first 6 colors, then delete and add color tags to save time and get the best selection of colors

