

# Custom Catalogue Access

On your website, access to Custom Catalogues can be configured at:

1. **Customer Level** - ALL users attached to a Customer Code can be granted access to a catalogue by making the catalogue their **default**.
2. **User Level** - This is useful when there are multiple users for a Customer Code but access is restricted on a user-by-user basis.

## Step-by-step guides

To assign a catalogue at the Customer Level:

1. As Website Administrator, go to **Users Customer Maintenance** (/CustomerMaintenance.aspx?mode=admin).
2. Search for the required Customer Code.
3. Select the record via radio button.
4. Click the **Catalogues** tab.
5. Click **New**.
6. Select the required catalogue from the dropdown list.
7. Tick the **Default** flag.
  - This ensures ALL users attached to the Customer Code have access to the catalogue, and will automatically view this catalogue upon login.
8. Click **OK** to save.

The screenshot shows the 'Users Customer Maintenance' interface. At the top, there are tabs: Search, Customer Details, Catalogues, Cost Centres, Delivery Addresses, Audit, and All Users. The 'Catalogues' tab is selected. Below the tabs, the 'Customer Code' is 'TEST' and the 'Customer Name' is 'TEST ACCOUNT BILL-TO'. A table with two columns, 'Catalogue' and 'Default', is shown. The 'Catalogue' column contains 'School Furniture' and the 'Default' column contains a checked checkbox. Below the table, there are links: Modify, New, Remove, Cancel, and OK. The 'New' link is highlighted. Below the links, it says '0 records. (1 page)'. At the bottom, there is a 'Select a catalogue' dropdown menu with 'School Furniture' selected and a 'Default' checkbox which is checked.



Attaching a Catalogue to a Customer Code will *not* grant all users access unless the '**Default**' flag is set to Yes.

To assign a Catalogue at the User Level:

1. As Website Administrator, go to **Users Advanced User Maintenance** (/UsersMaintenance.aspx?mode=admin).
2. Search for the required user.
3. Select the record via radio button.
4. Click the **Users** tab.
5. Select the required Customer Code via radio button.
6. Click the **Catalogues** tab.

7. Click **New**.
8. Select the required catalogue from the dropdown list.
9. Tick the **View Only?** checkbox if the user needs viewing but not ordering access.
10. Set the dollar value limits if Basic Order Approvals are in use for the catalogue (see [Order Approvals](#) for further information):
  - **Approval Limit**
  - **Order Limit**
  - **Req Limit**
11. Click **OK** to save.

\$ Limits

Catalogues

Cost Centres

Delivery Addresses

Catalogue Code	View Only?	Approval Limit	Order Limit	Req Limit
<input checked="" type="radio"/> School Furniture	No			

[Modify](#) : [New](#) : [Remove](#)

1 records. (1 page)

1

Select a catalogue : School Furniture

View Only? : No

Approval Limit : \$0.00

Order Limit : \$0.00

Req Limit : \$0.00



Access for a user is available only when they are in the Customer account. So if a user is linked to multiple Customer Users but is not in that account when logged into your site, they cannot access it. If you want the user to be able to access that custom catalogue across all Customer Users they belong to, configure the custom catalogue at the Customer level for all linked Customer Codes and add access for this user.

## Related help

- [Custom Catalogue Access](#)
- [Custom Catalogue Maintenance](#)
- [Custom Catalogues \(legacy\)](#)