

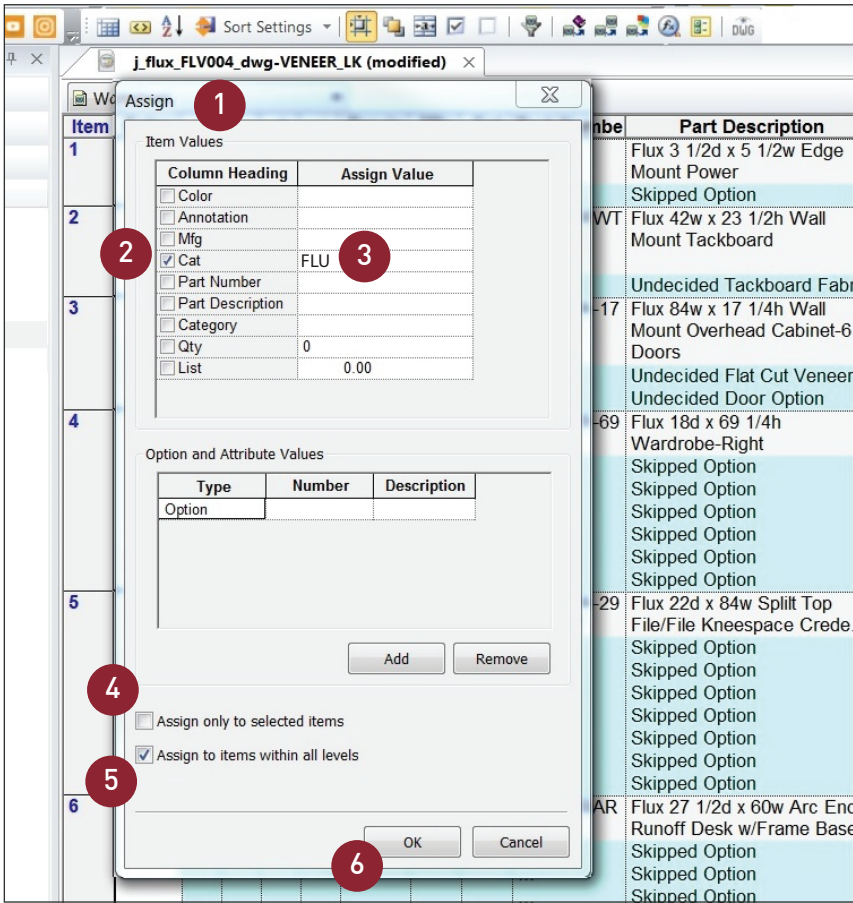
UPDATE PREVIOUS FILES – WORKSHEET:

Files can be updated from the worksheet, or if updated from the designer, information should be verified once opened in the worksheet.

IN CAP WORKSHEET - OPEN PREVIOUS FILE:

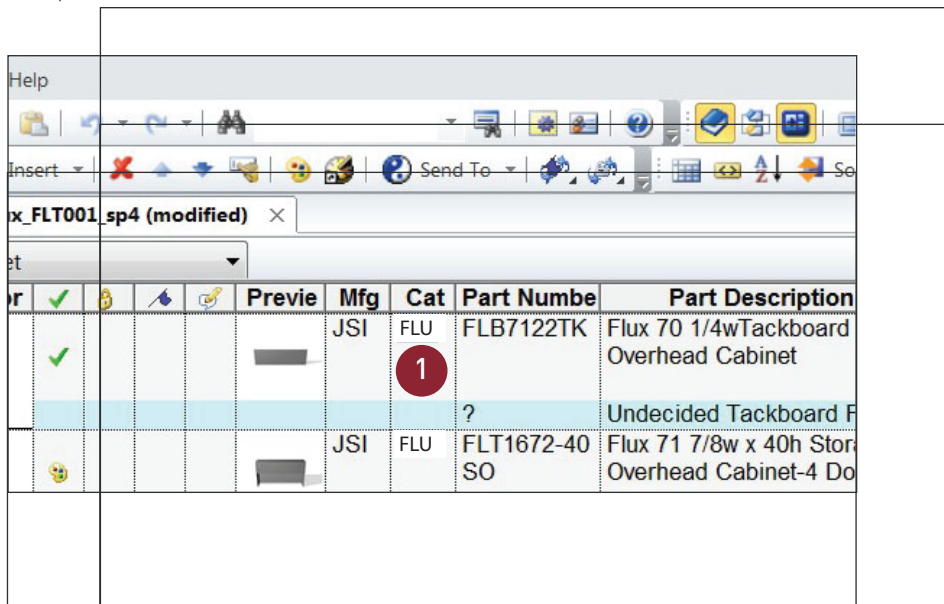
If all of the items in the worksheet are from the same catalog, then you can assign a new catalog to them all at the same time:

1. Click on the Assign tool
2. Checkmark the Category (Cat) field
3. Type in the new category code in the corresponding text box
4. Verify that Assign only to selected items is unchecked
5. Verify that Assign to items within all levels is checked
6. Click Ok



If models are coming from multiple catalogs, each model line must be changed individually:

1. Highlight the Category (Cat) field on a line
Manually type over the existing category code with the new one.
Repeat for additional lines.



2. Click update to Catalog
3. Ensure that Update items within all levels is checkmarked
4. Click Update and save the Worksheet

