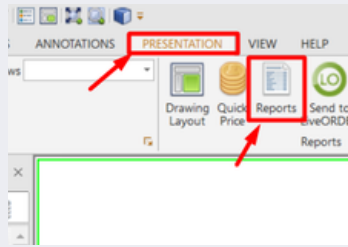


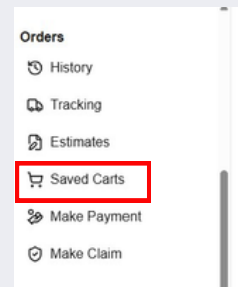
1 Select Reports

Under the presentation tab select "Reports"



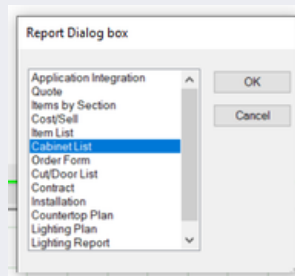
6 Select "Saved Carts"

Log in to your Dealer Portal and under the navigation panel select "Saved Carts"



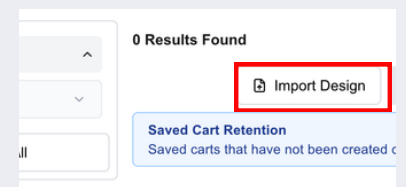
2 Select Cabinet List

In the Report Dialog box select "Cabinet List" and click "ok"



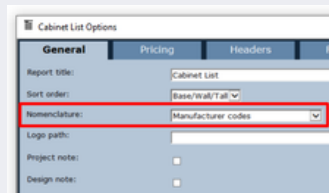
7 Import Design

Click on the "Import Design"



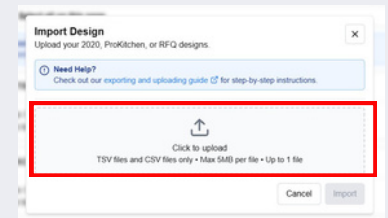
3 Select Manufacturers Codes

Under Nomenclature select "Manufacturer Codes"



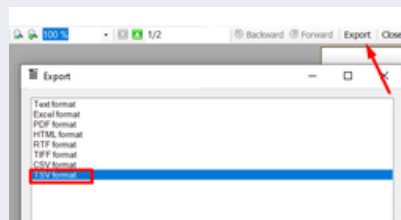
8 TSV file

Click to upload the TSV file from your computer



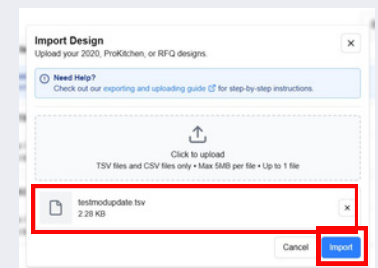
4 Click Export

At the top of the report click "Export" and select the "TSV" option



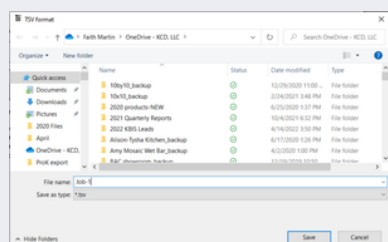
9 Import

Once uploaded click import



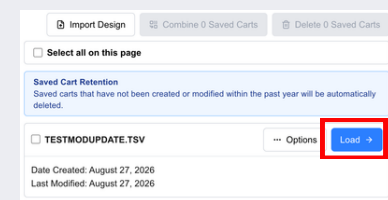
5 Click Export

Choose a location on your computer, name the TSV file, and click "Save"



10 Select Load

Select "load," and it will move everything to your cart where you will see pricing



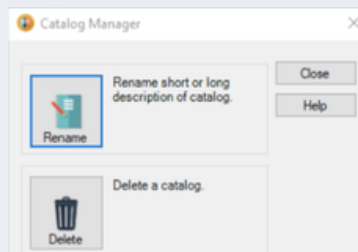
Create Multiple Copies of a Catalog

1 Install Catalog

If you haven't done so already install the original version of the Catalog via Catalog Manager. Do not rename the original Catalog Zip File, you will rename additional copies. If you rename the original, the system will report it has installed but it will not show up in your Catalog Listings in the Design Program.

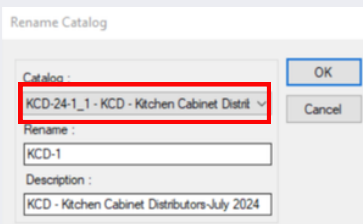
2 Select Rename

Go back to **Catalog Manager** and select **Rename** a Catalog.



3 Select Catalog

Select the Catalog you want to **Rename** from the **drop down**.

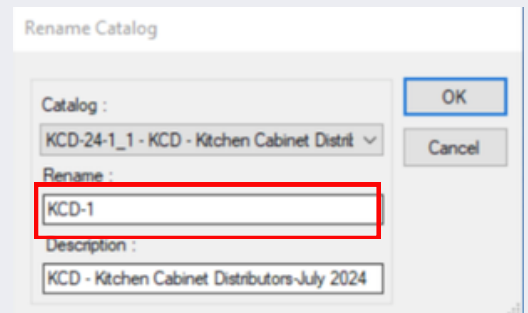


4 Rename your Second Catalog

2020 Rules for Naming Catalogs:

- Maximum of **8** characters.
- No** spaces or punctuation.
- Underscores are acceptable ie: KC_VER01 (*underscore counts as character*)

Note: For KCD-maintained catalogs, add a 2 or 3 to the name to avoid overwrites during updates. **Avoid using letters**, as they may conflict with our updates. Feel free to create your own naming system, following the **2020 rules**.



5 Reinstall Original Catalog

Reinstall the **original Catalog**. You will now have **2 Catalogs**. Repeat the process for as many copies of the Catalog(s) as you desire.

