Create Multiple Copies Of

A Catalog

This guide assumes you have a <u>full license</u> of 2020 Design Software.
If you have an MDV License, <u>you cannot perform this function</u>. Any changes to the Locked Version of the Catalog will cause it to not show in your Version of the Software. Please contact 2020 to inquire about the cost of a Full License.
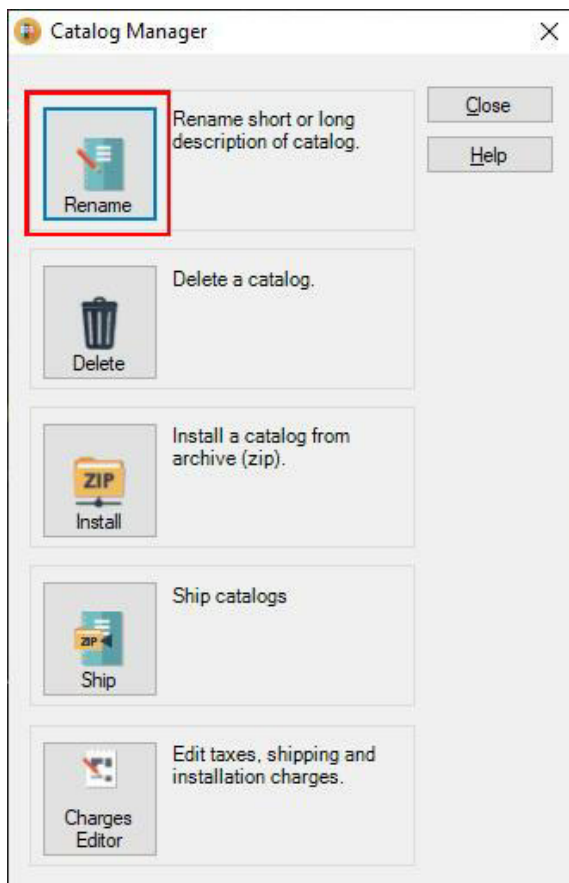
Step 1:

Install the Original Version of the Catalog Via Catalog Manager.

(Do not Rename the original Catalog Zip File for any reason. If you do, the system will report it has installed but it will not show up in your Catalog Listings in the Design Program.)
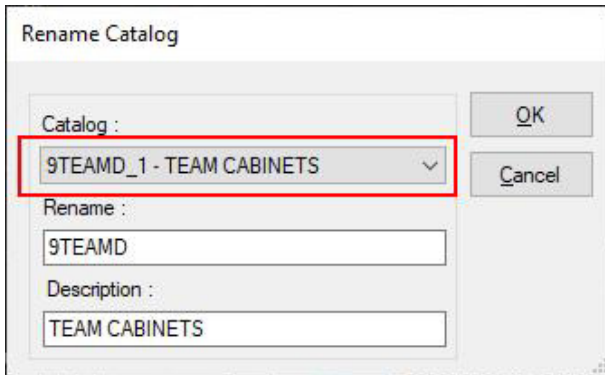
Step 2:

Go back to Catalog Manager and select Rename a Catalog.

Step 3:

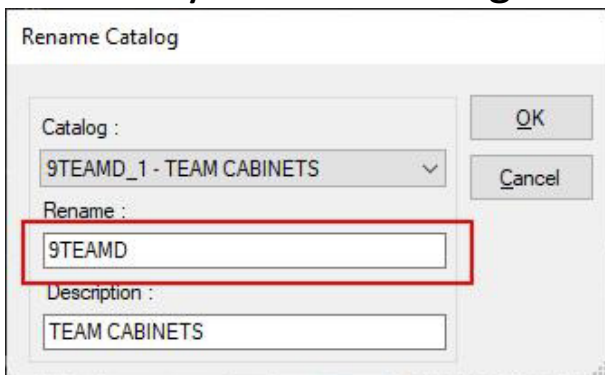Select the Catalog you want to Rename from the Drop-Down.

Rename Catalog

Catalog :
9TEAMD_1 - TEAM CABINETS

Rename :
9TEAMD

Description :
TEAM CABINETS

OK

Cancel

Step 4:

Rename your 2nd Catalog.

Rename Catalog

Catalog :
9TEAMD_1 - TEAM CABINETS

Rename :
9TEAMD

Description :
TEAM CABINETS

OK

Cancel

2020 Rules for Naming Catalogs:
Maximum of 8 characters.
No spaces or punctuation.
Underscores are acceptable ie: KC_VER01 (underscore counts as character)
Note:
It is recommended that if this is a BBA maintained Catalog that you add a 2 or 3 behind the existing name to avoid potential Overwrite issues when updates are issued to the Manufacturers Catalog. We do not recommend the use of letters to identify additional copies as this will conflict with our delivered updates.
You are welcome to establish your own system of renaming for your specific needs Recognizing the 2020 Rules above.

Once renaming is performed click OK.

Step 5:

Reinstall the original Catalog.

You will now have 2 Catalogs (Cat and Cat2).

Repeat the process for as many copies of the Catalog(s) as you desire.