How to Add or Modify Catalog Search Definitions 1 Part at a Time

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Overview

Use this guide to change how a part is found through **Find Parts**. You'll update its search details or add another catalog entry so the same part can be found for additional vehicles.

A **catalog search definition** connects a part to a Year, Make, Model, Category, and Sub Category. One part can have multiple definitions.

Modify a Part's Search Details

1. Open **Items** from the Main Menu and find the part.
2. Open its **Item Details** screen and select the **Item Details** tab.
3. Under **Categories & Part Numbers**, update the applicable search fields.
4. Check **Years Listing** after changing **Years Range**. 1place automatically updates the individual years used for searching.
5. Click **Save**, then test the updated vehicle information in **Find Parts**.

Add Another Catalog Search Definition

1. Open the part's **Item Details** screen.
2. Select **Catalog**, then click **Add New Catalog Entry**.
3. Enter the search information.

Field	What to enter or select
Year Range	Applicable years, such as `93-95`.
Make	Vehicle manufacturer.
Model	Vehicle model.
Category	Designated catalog category.
Sub Category	Designated catalog subcategory.

Item Description	Description for this catalog entry.
Years Listing	Individual years, such as `93,94,95` .

4. Click **Save**.
5. Open **Find Parts** and search using the new vehicle information to verify the result.

Tip: To create a similar definition, use **Duplicate Catalog** under **Action** on an existing catalog row. Change the applicable details and click **Save**.