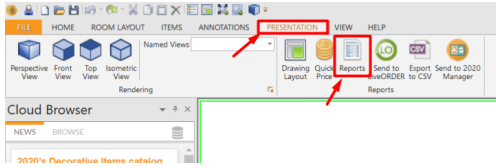


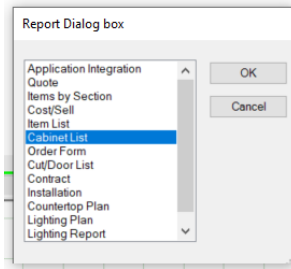
Step 1:

- Under the presentation tab select "Reports"



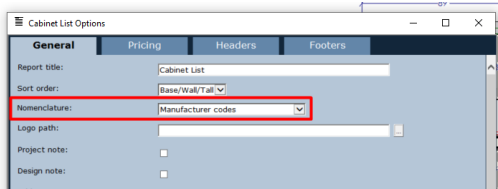
Step 2:

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



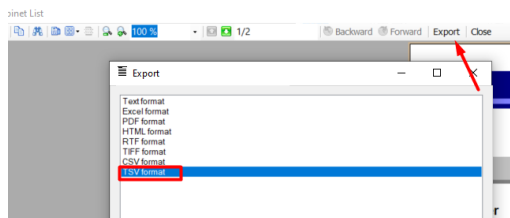
Step 3:

- Under Nomenclature select "Manufacturer Codes"



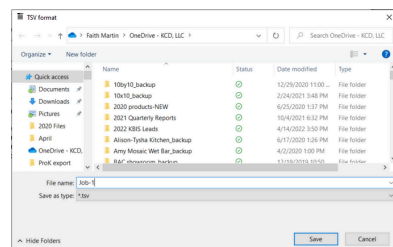
Step 4:

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



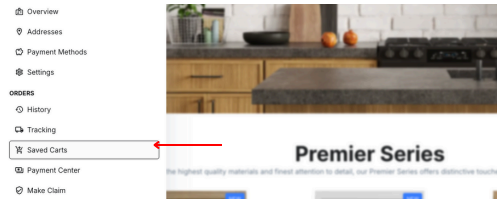
Step 5:

- Select where on your desktop you would like the TSV. file to be saved. Name the file and click "Save"



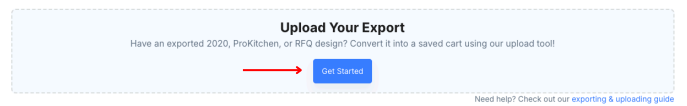
Step 6:

- Log in to your dealer portal and under the navigation panel select "Saved Carts"



Step 7:

- Click on the "Select File Upload"



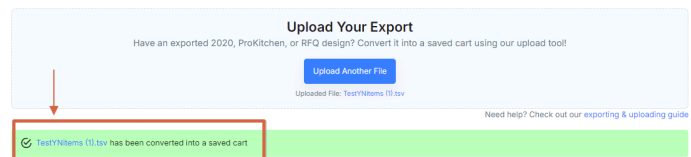
Step 8:

- Select the TSV file from your desktop



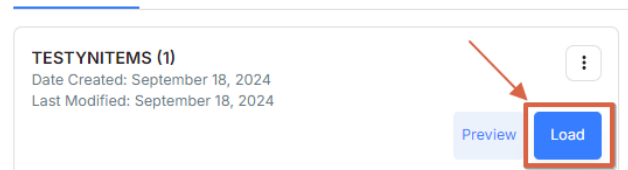
Step 9:

- Once uploaded you will see the file has been converted into a saved cart



Step 10:

- To get the pricing click the 3 dots on the right side and then select "load"



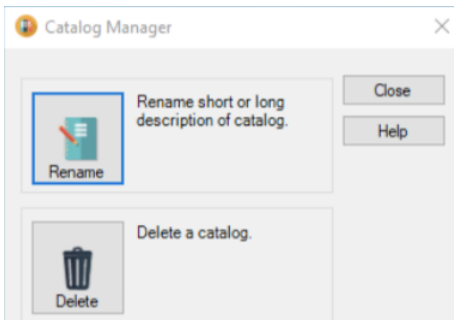
Create Multiple Copies of a Catalog

Step 1:

- 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.

Step 2:

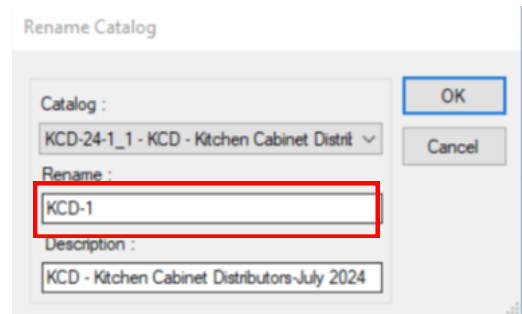
- Go back to Catalog Manager and select Rename a Catalog.



Step 4:

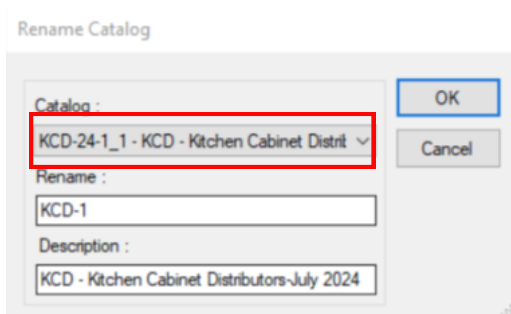
- Rename your second catalog.
- 2020 Rules for Naming Catalogs:
 - Maximum of 8 characters.
 - No spaces or punctuation.
 - Underscores are acceptable ie: KC_VER01 (underscore counts as character)

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.



Step 3:

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



Step 5:

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

For support with 2020 please contact:
<https://www.2020spaces.com/support/>