

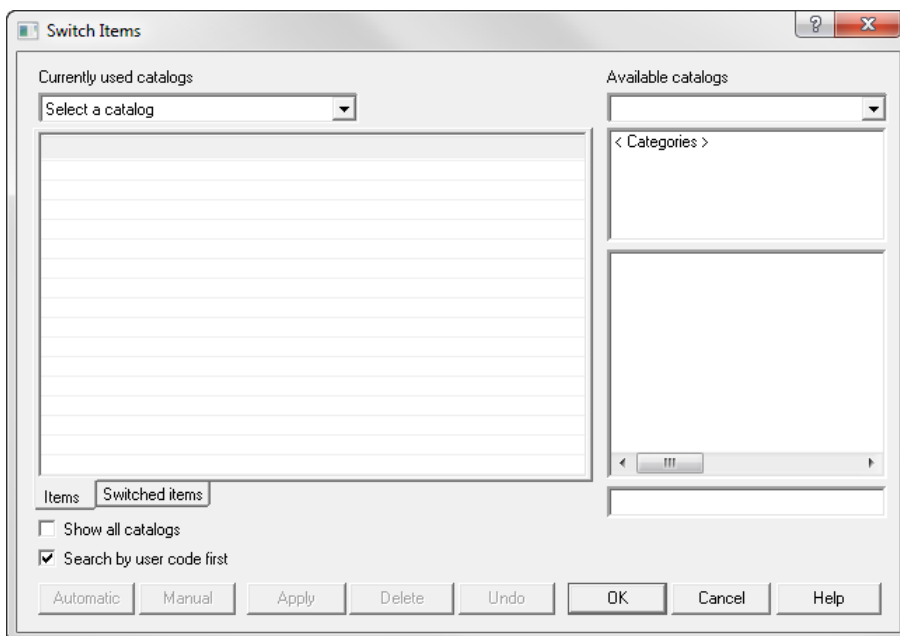
Switch items

1. Choose **Edit, Switch Items** to:

- substitute items in a design with items from another catalogue that is installed in the 20-20 database
- **Update outdated items (displayed with a dotted pattern as shown below) with items from an up-to-date version of the catalogue.** The dotted pattern indicates that the items have had some change made to them since you installed the updated catalogue (ex. price). It may also indicate that the items are now discontinued.

There are two ways of switching items:

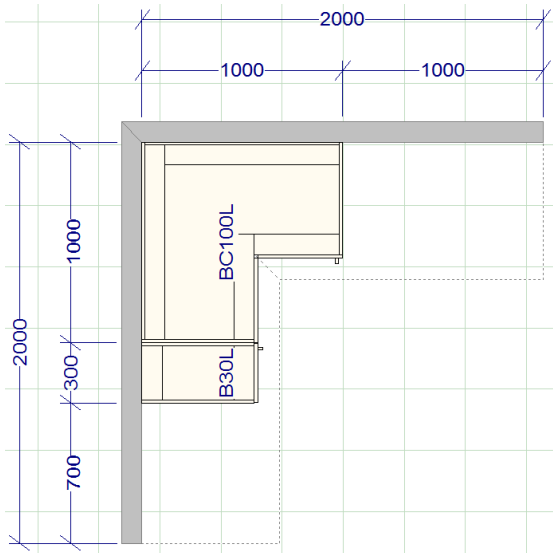
- **Switch items automatically**
- **Switch items manually**



Switch items – for reason of updated catalog

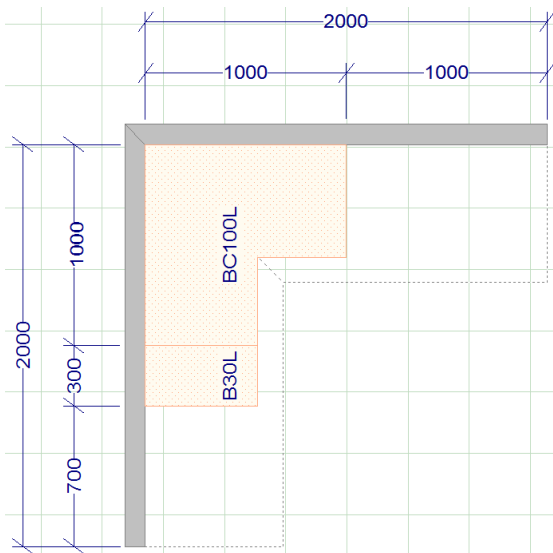
To update outdated items, this normally the case where one has a catalogue update. So previous plans produced with an older instance of the catalogue will need to be switched to obtain updated features; i.e. Pricing, functionality, etc.

The following plan has been designed with the IT Bureau catalogue

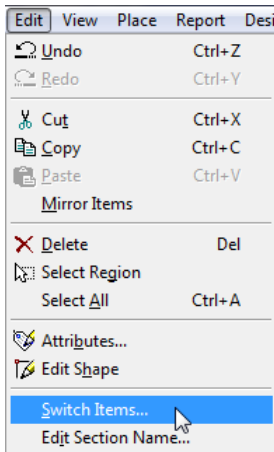


The same plan has been re-opened, after the update of the IT Bureau catalogue. In this instance the items appear colored with pink dots to indicate that the catalogue used for this plan is different from that installed.

For this reason the switch item process is required for the plan to obtain the updated catalogue feature(s).

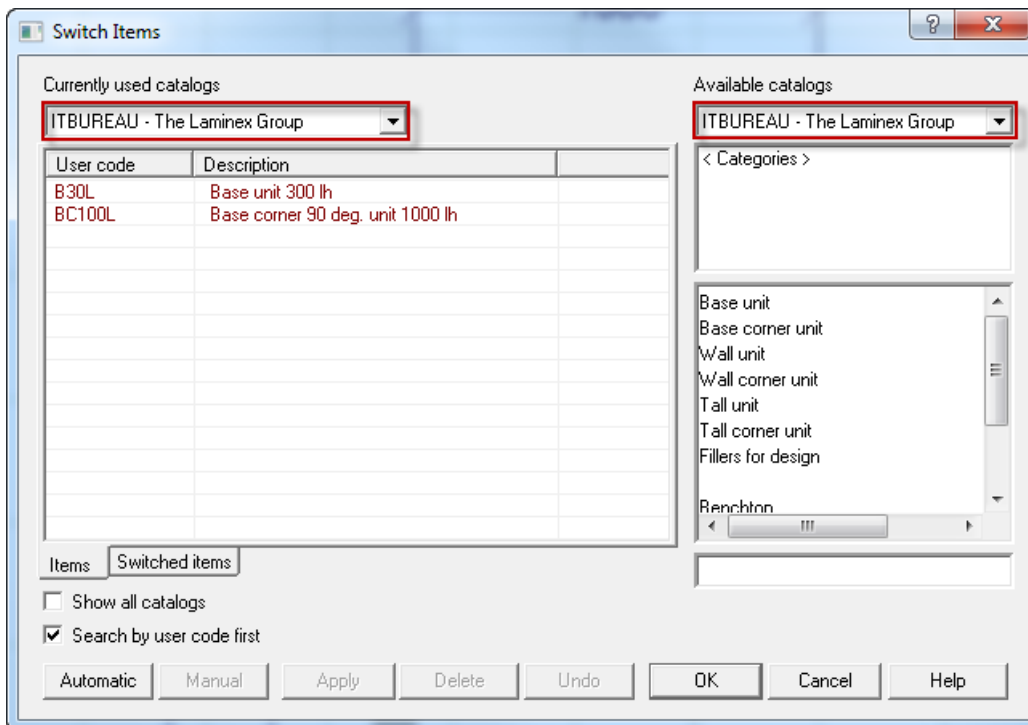


1. Left-click **Edit, Switch Items...**



2. Ensure that the appropriate catalogue (this is the catalogue in which the design was created with) is selected in the top left drop-down menu **Currently used catalogs**.

This catalogue should also appear in the **Available catalogs** drop-down menu (currently installed catalogs)

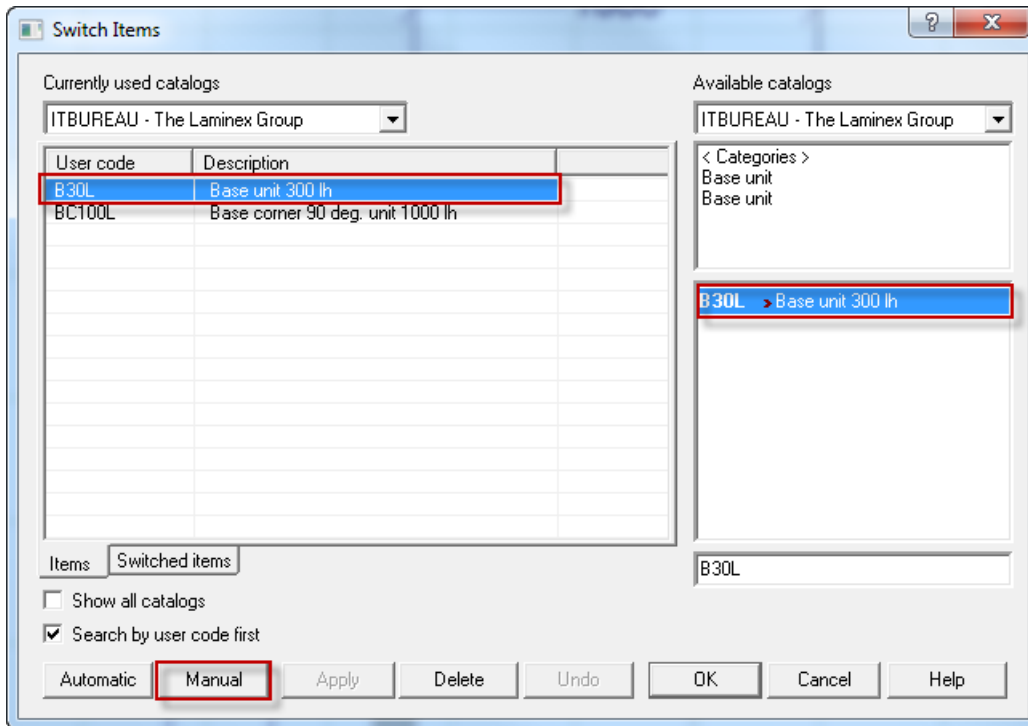


3. Left-click **Automatic** Automatic for an automatic switch to be performed (this when item is perfectly matched with one in the updated version of the catalogue).

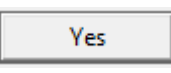
In the event where an automatic switch fails, this would only be the case where the item in plan does not have a perfect match (i.e. item specifications) or item has been made obsolete in the updated version. A manual switch would need to take place.

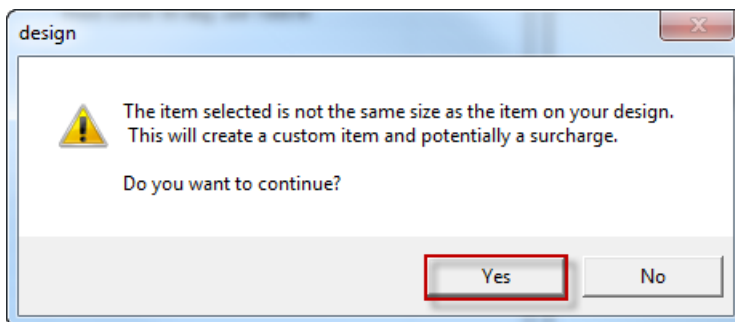
- To perform a manual switch, left-click the item to highlight in the left-hand pane of the dialog box. In the right-hand pane, left-click and highlight the item you wish to manually switch with. Left-click

Manual 

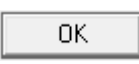


NOTE: You can select multiple lines of the same item by holding the [CTRL] key.

- Left-click **Yes**  to continue



Repeat the manual switch process for remaining items in list (those that have not switched automatically).

- Left-click **OK**  to return back to the work area and the updated design.