

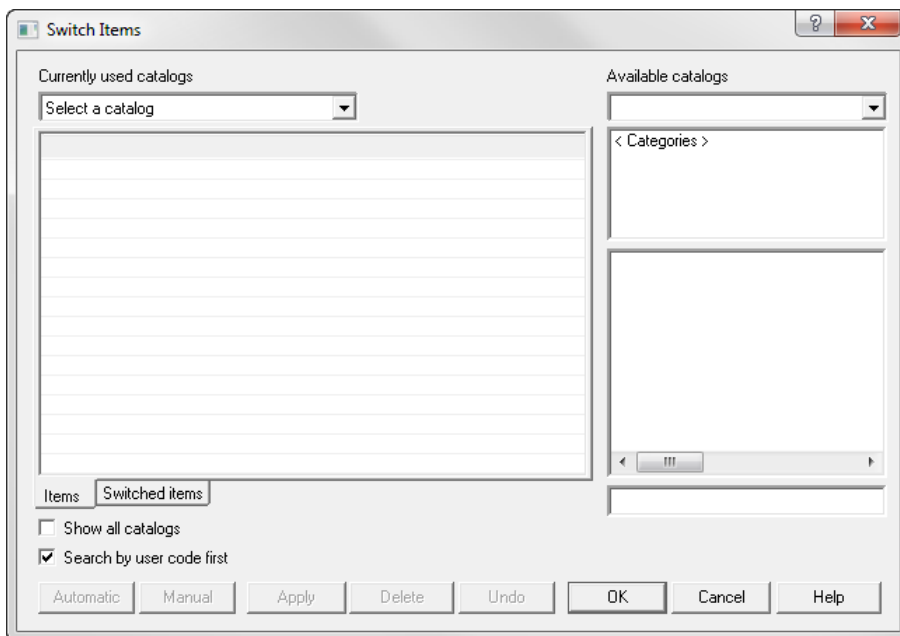
Switch items

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

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- Update outdated items (displayed with a dotted pattern as shown below) with items from an up-to-date version of the catalog.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

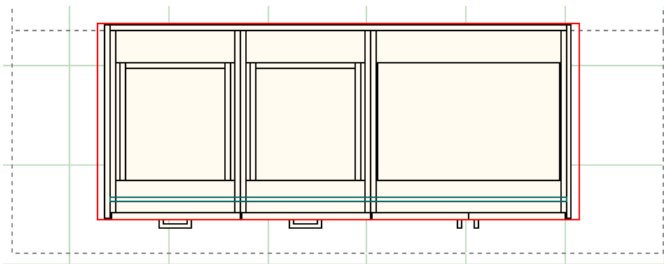
There are two ways of switching items:

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



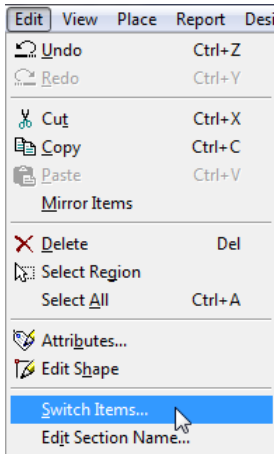
Example

The following island uses a benchtop from the ITBUREAU catalog



To switch this to instead use the benchtop from the ROOM_TOP catalog we attempt the following.

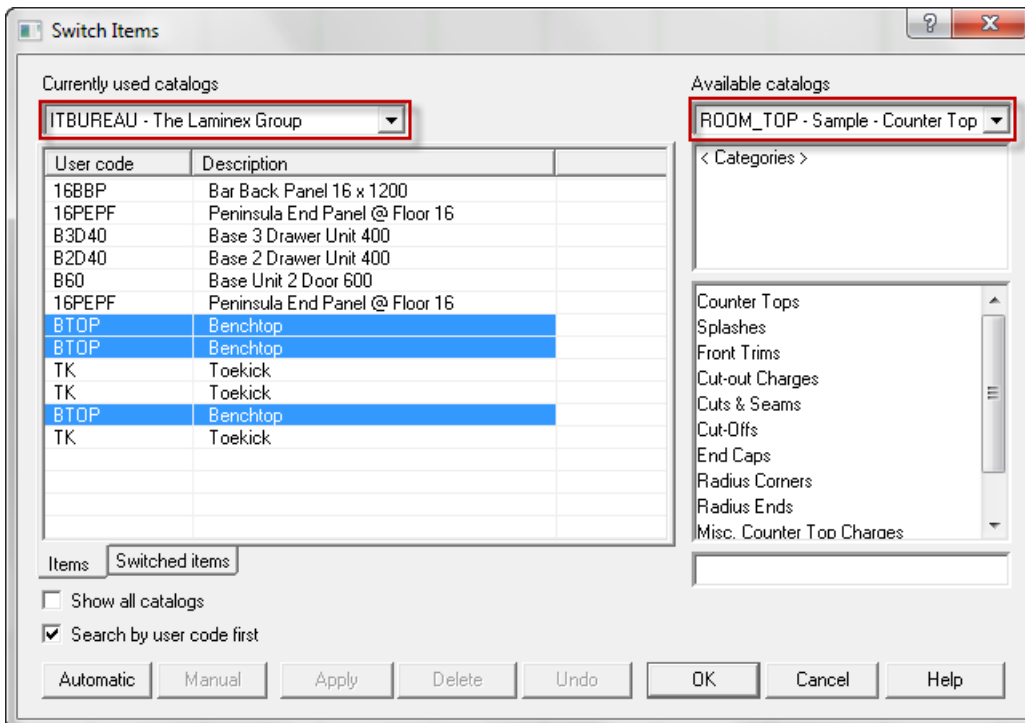
1. Left-click **Edit, Switch Items...**



2. Here you be prompted with the following dialog box. Ensure that you have the current catalog selected in the drop-down menu Currently used catalogs

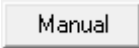
Select the item you desire to switch. In this example with selected BTOP Benchtop (hold the CTRL to select multiple entries)

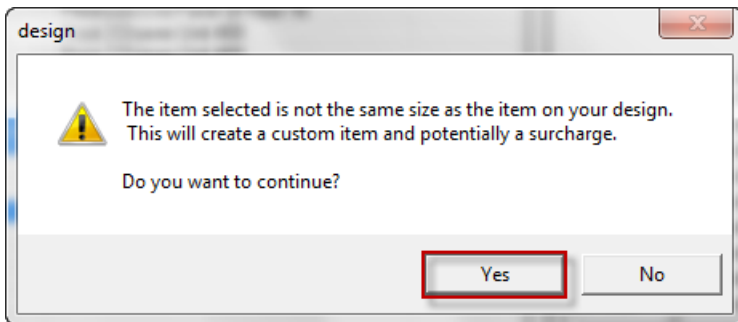
In the drop-down menu labeled Available catalogs, select the catalog ROOM_TOP (this is the catalog we wish to switch our BTOP Benchtop to)

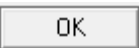


- Here we've navigated to the **L.KIT-TOP >Linear Kitchen Top**, left-click to select as item to switch with



- Left-click the button 
- Left-click **Yes** to continue switch

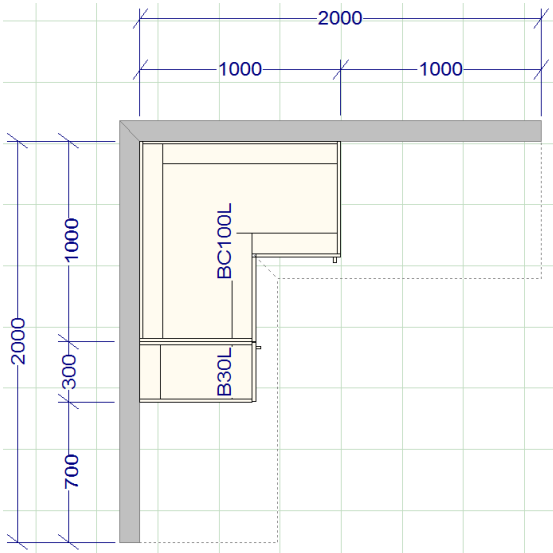


- Left-click the button  to return to the work with the newly switched benchtop

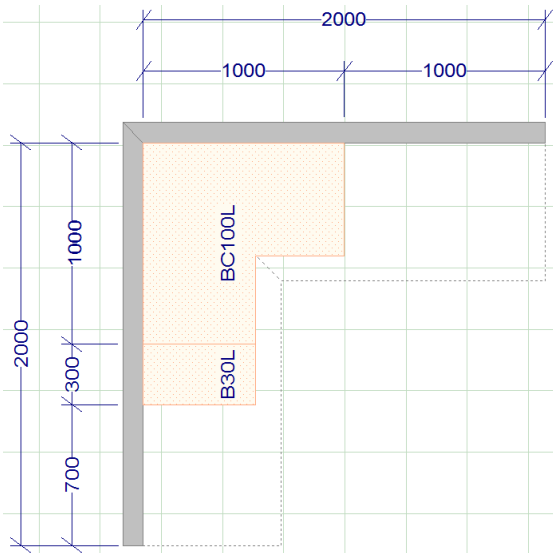
Switch items – for reason of updated catalog

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

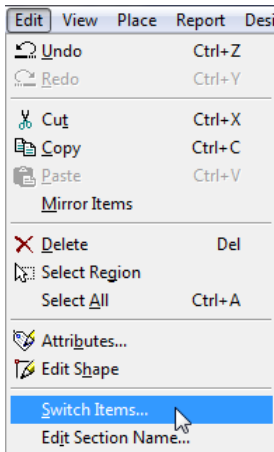
The following plan has been designed with the IT Bureau catalog



The same plan has been re-opened, after the update of the IT Bureau catalog. In this instance the items appear colored with pink dots to indicate that the catalog used for this plan is different from that installed. For this reason the switch item process is required for plan to obtain updated catalog features.

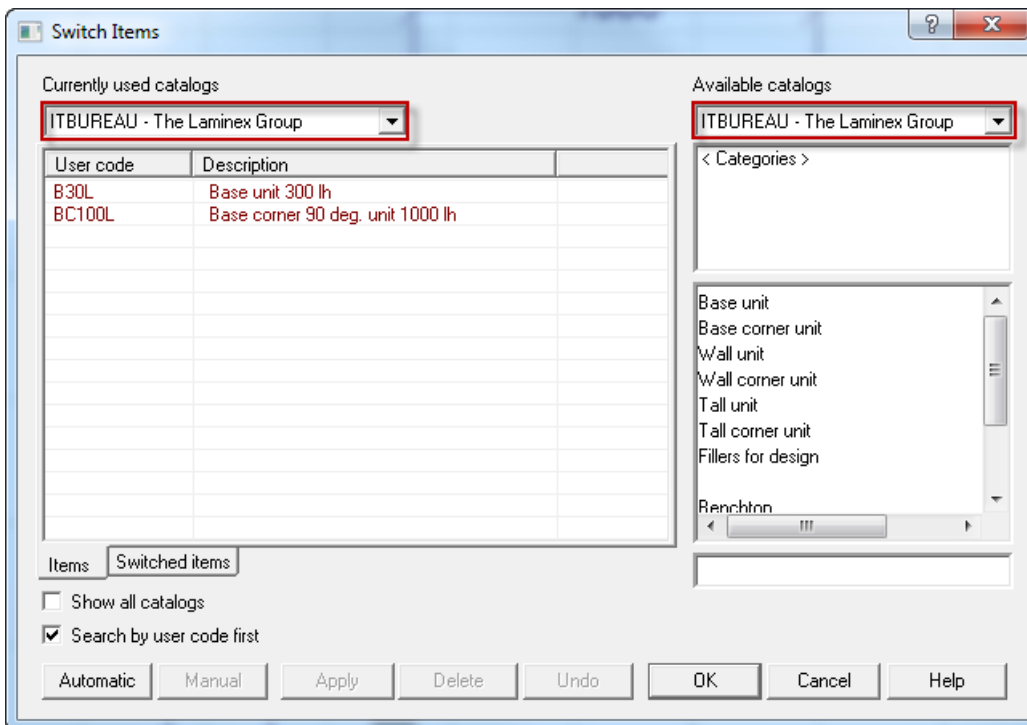


1. Left-click **Edit, Switch Items...**



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

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

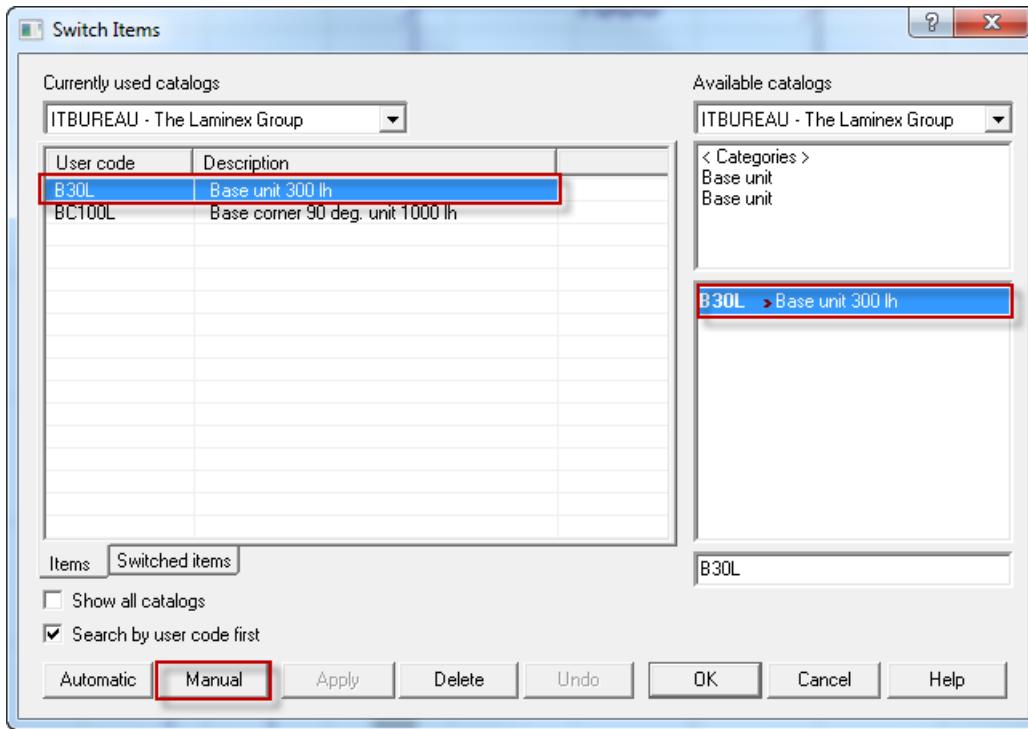


3. Left-click **Automatic** Automatic for an automatic switch to be performed (this when item is perfectly matched with one in the updated version of the catalog).

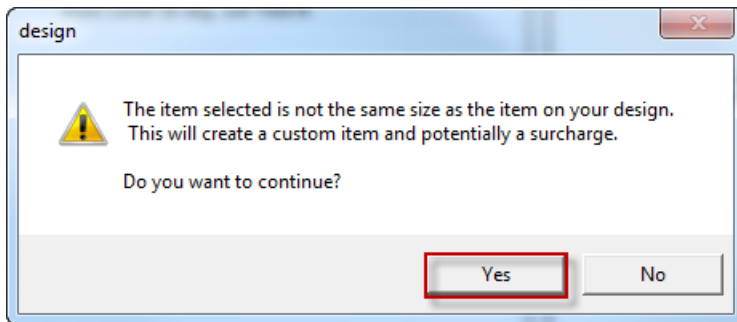
In the event where an automatic switch fails, this would only be the case where the item in plan does not have a match (i.e. item specifications) or item has been made obsolete in the updated version. A manual switch would need to take place.

- 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



- 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.