

How to set common categories in the purchase plan interface on the web side (document)

The user logs in to the OLISS Web side, and in the "Purchase Management → Purchase Plan" interface, the following steps 1-3 can be operated:

The image shows two screenshots from the OLISS web interface. The top screenshot is the 'Purchase Plan' interface, and the bottom screenshot is the 'Edit Custom Filter' dialog box.

Step 1: Click on "Purchase Plan"

The top screenshot shows the 'Purchase Management' sidebar on the left. The 'Purchase Plan' option is highlighted with a red box and an arrow pointing to it. A red arrow also points to the 'Purchase Plan' option in the top navigation bar.

Step 2: Switch to the "Combined items to Inquiry" interface

The top screenshot shows the 'Combined items to Inquiry' interface. A red box highlights the 'Combined items to Inquiry' option in the top navigation bar, with an arrow pointing to it.

Step 3: Click on "Custom Filter"

The top screenshot shows the 'Custom Filter' interface. A red box highlights the 'Custom Filter' option in the top navigation bar, with an arrow pointing to it.

Edit Custom Filter Dialog Box

The bottom screenshot shows the 'Edit Custom Filter' dialog box. It has a title bar 'Edit Custom Filter' and a close button. The dialog box contains a list of categories on the left, a list of selected categories at the top, and a list of categories at the bottom.

Click to edit the name of an already added category

A red box highlights the '17 - Tableware & Galley Utensils' category in the top list, with an arrow pointing to it.

Click to add a new category

A red box highlights the '+' icon in the top left corner of the dialog box, with an arrow pointing to it.

Click to set the visible

A red box highlights the 'Visible to Designated Person' radio button, with an arrow pointing to it.

Click to select and add to this category

A red box highlights the list of categories at the bottom of the dialog box, with an arrow pointing to it.

Finally, click "Save"

A red box highlights the 'Save' button in the bottom right corner of the dialog box, with an arrow pointing to it.