Creating a view in SalesForce for B2C product tab

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> **i** Who is this for: Everyone

> ✓ Objective: Creating a view in SalesForce helps you view, sort, and edit certain information across multiple SKUs at once.

Article information and steps.:

1. Open Salesforce

2. Choose B2C Products Tab at top of screen

3. By the View Searchbar, select Create New View

4. Name View with Your Name – Brand Name

5. Keep Filter by Owner as what is pre-selected: All B2C Products

6. For Filter By Additional Fields (Optional) select the following

a. Field: SKU

b. Operator: Contains

c. Value: enter the Prefix of SKU for that brand

i. Ex. AUS for Urban Slicer

7. Select Fields to Display, enter the following

a.   see attachment

8. Restrict visibility: leave as selected, Available to all Users