

# Customize Your Sellercloud Interface

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## Overview

You can customize your Sellercloud interface to make it compatible with your specific needs. Learn how to change the way the information is displayed on your Sellercloud interface.

## Global Search

The Global Search function lets you search quickly within Sellercloud when you know the exact SKU, order number, or PO number. This search includes all your companies. You can also search by existing pages (such as Client Settings or Manage Picklists).

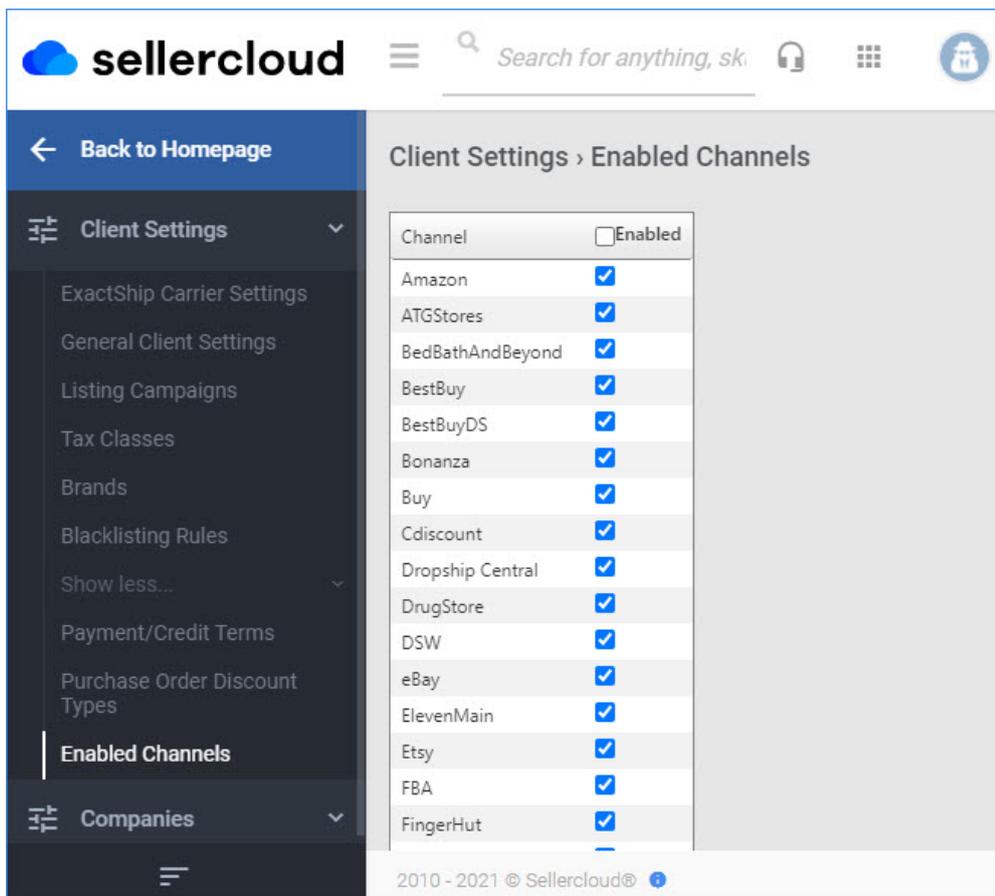
Your search results will display under each category. Click the **Gear** icon to change the categories. You can enable up to 4 categories at a time.

The screenshot shows the Sellercloud Global Search interface. At the top, there is a search bar with the text 'test'. Below the search bar, there are three main sections: INVENTORY, CATALOG, and ORDERS. Each section has a 'VIEW ALL' button. The INVENTORY section shows items with SKUs like 11114, 54321, TEST16BAB, TEST17, and TEST55. The CATALOG section shows items with SKUs like 11114, 1326, 54321, TEST16BAB, and TEST17. The ORDERS section shows orders with numbers like 5073008, 5070087, 5068554, and 5068519. A settings gear icon is highlighted with a blue arrow in the top right corner of the interface. A dropdown menu is open, showing 'Show results for: (You can select up to 4 to categories)'. The menu has checkboxes for Inventory, Catalog, Orders, Purchase Orders, Customers, Vendors, Employees, Companies, Rma, Credit Memo, Fba, and Picklist. The 'Inventory', 'Catalog', and 'Orders' checkboxes are checked.

## Enabled Channels

You can enable or disable channels to appear under the **Company Settings Toolbox**. Channels are enabled by default.

To enable a channel, go to **Settings > Client Settings > Enabled Channels >** enable the channels you want to show up under the **Company Settings Toolbox**.

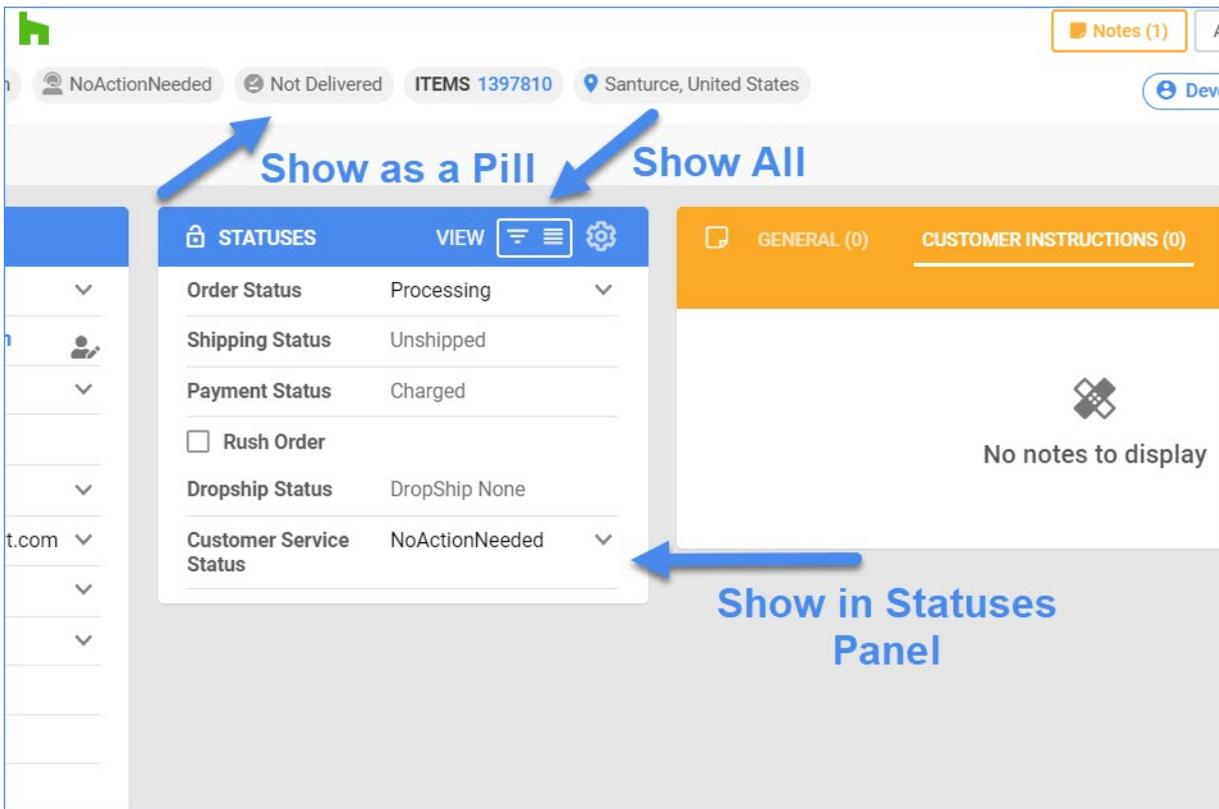


## Order Status Display

You can customize the way how the order statuses are displayed on your interface.

1. Go to **Orders > Manage Orders > Select an Order**.
2. Click **Edit**.
3. In the **Statuses** panel, click the **Gear** icon.
4. Check **Show in Statuses Panel** and/or **Show as a Pill**:
  - a. **Show as a Pill** shows order statuses above in the pill-like icons.
  - b. **Show in Statuses Panel** shows order statuses in the **Statuses** panel.  
**Note:** You have two options to view the columns in the **Statuses** panel: the **Show Filtered** (the three lines) icon shows enabled columns, whereas the **Show All** (four horizontal lines) icon shows enabled and disabled columns.

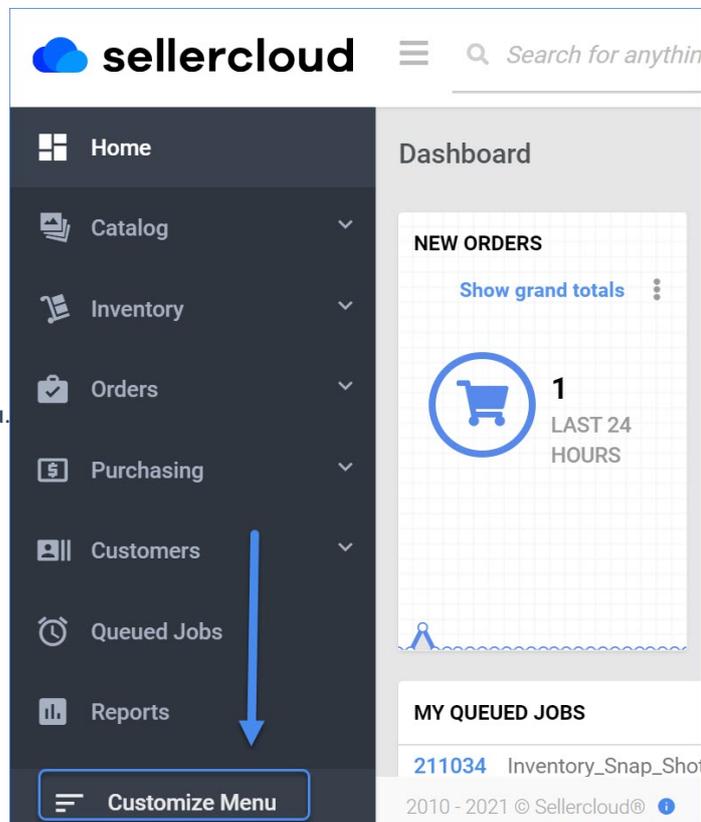
These settings are user-wide.



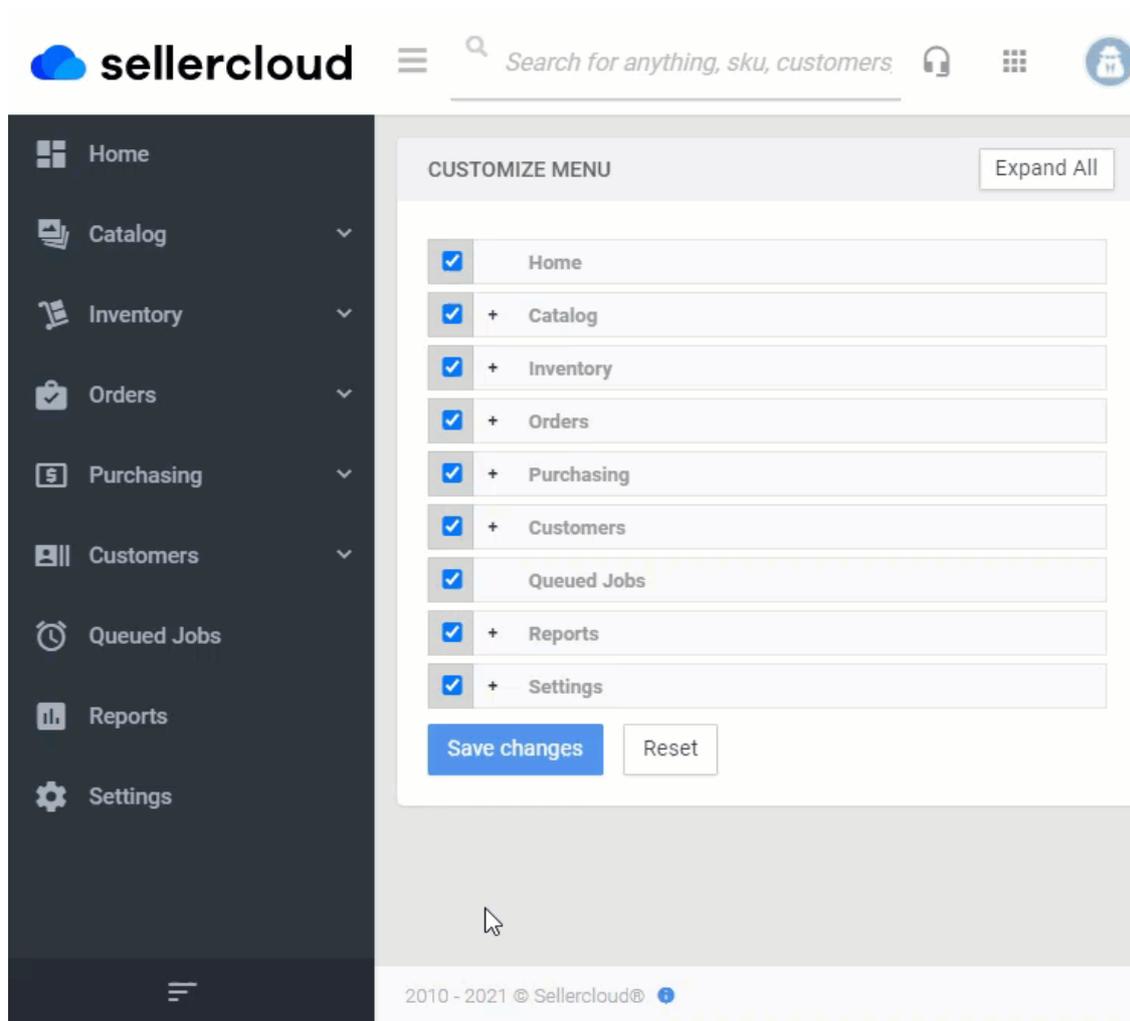
## Menu Options

You can customize the way your Menu looks in Sellercloud.

1. Click **Customize Menu**.



2. You can enable or disable menu items and drag them up and down.



In order to accommodate various workflows and functionalities, the Sellercloud interface can sometimes display some options not needed by your company, which can make finding the options you need a little more difficult. While this is not able to be done in all places, there are several options to optimize SellerCloud to your business processes and ease your navigation.

- Global search – can be customized from Settings > Global Search Options.
- Enabled Channels – you can pick which channels will be visible from Settings > Enabled Channels.
- Order Status Display – fields enabled here will be displayed on the Order Management grid. Located at Settings > Order Status Display.

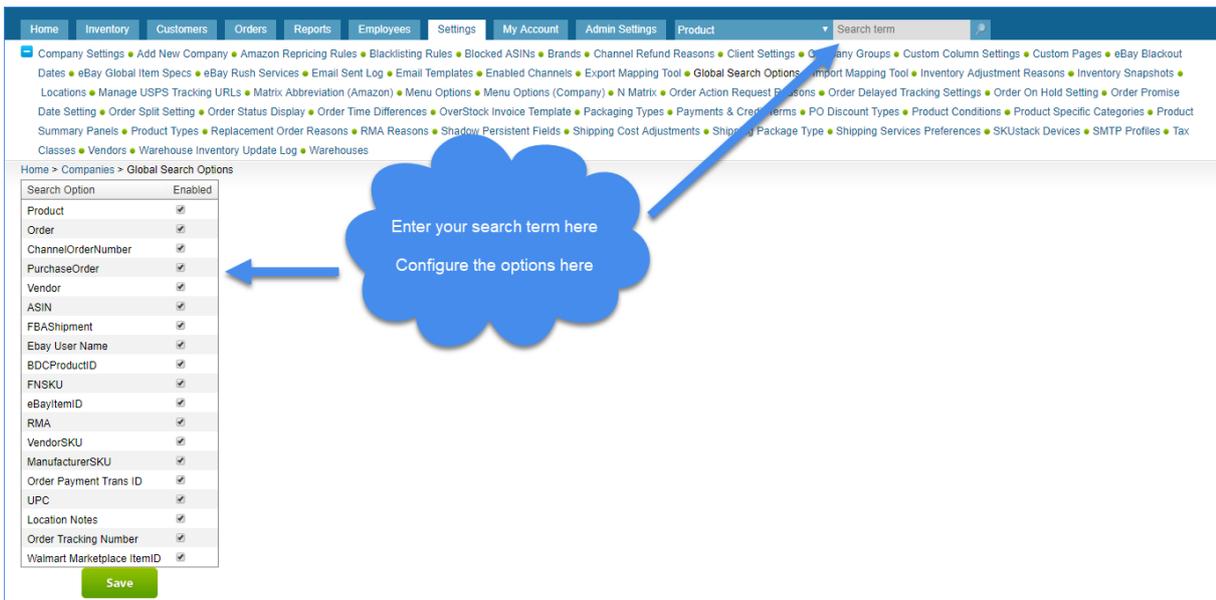
## Global search

Can be customized from **Settings > Global Search Options**.

The Global Search function allows fast searches within Sellercloud when you know the exact SKU, order number, PO number, etc. *This search includes all your companies.*

- If there is only one result for your search, you are directed to the result
- If the search finds more than one result, they will appear in a grid

Global Search always remembers the last category you searched. For example, if you searched for a product, each subsequent search will be a product search until you change the filter option.



By default, the possible options, which you can enable/disable here, are:

- Product
- Order
- Channel Order Number
- Purchase Order
- Vendor
- ASIN
- FBA Shipment
- eBay User Name
- BDC Product ID
- FNSKU
- eBay Item ID
- RMA
- Vendor SKU
- Manufacturer SKU
- Order Payment Trans ID
- UPC
- Location Notes
- Order Tracking Number
- Walmart Marketplace Item ID

## Enabled Channels

You can pick which channels will be visible from **Settings > Enabled Channels**.

## Order Status Display

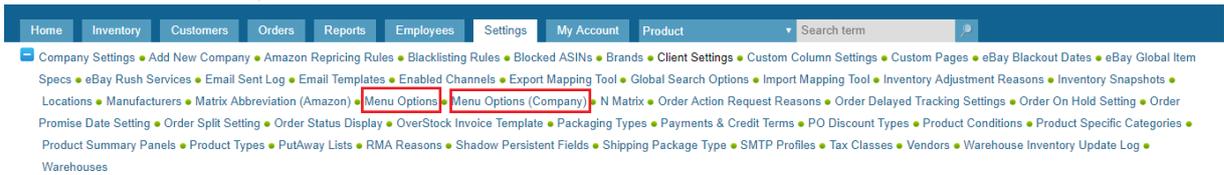
Fields enabled here will be displayed on the Order Management grid. Located at **Settings > Order Status Display**.

## Menu Options

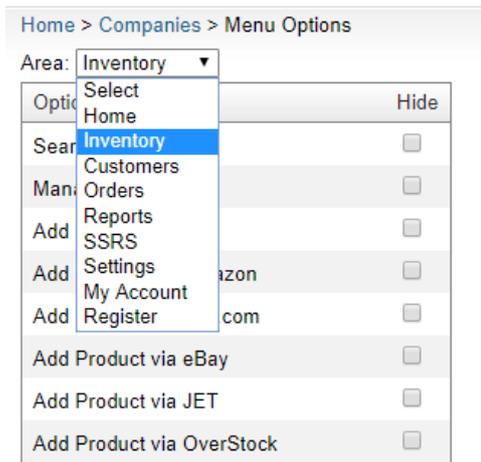
SellerCloud has the option to hide unneeded links under each tab, and in the Toolbox under Settings, by using a function called Menu Options. You can enable and configure your Menu Options by following these steps:

1. Navigate to Settings > Client Settings and enable "Allow Customized Menu Options"

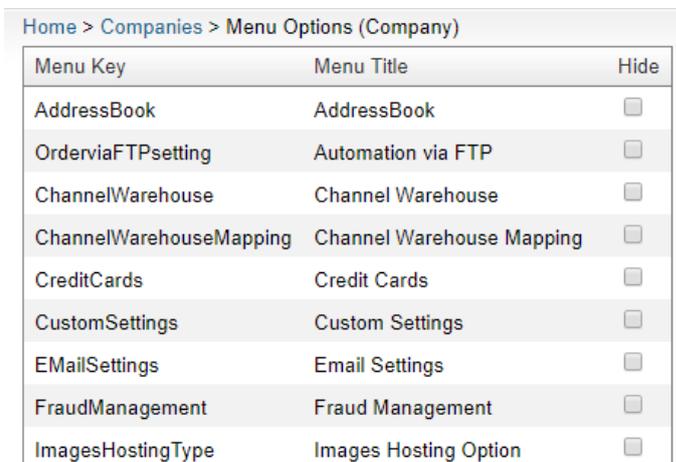
2. On the top of the Settings tab, there will be a link for “Menu Options” and “Menu Options (Company)”.



a. Under “Menu Options”, you can hide unneeded links on the top of each tab in SellerCloud. On this page, you will see a drop-down menu with name of each tab in SellerCloud. You can then select the checkbox under the “Hide” column to hide those links on the top of each page.



3. Under “Menu Options (Company)”, you are able to hide unneeded options available in the Toolbox under Settings > company. Enable the checkbox under the “Hide” column to hide the option from the Toolbox.



These settings are **not** user-specific. Changing these options will affect all users in your SellerCloud account. To avoid confusion, make sure each option is not needed by any user in your company before hiding it.