

# HOW TO... edit, change or delete



To edit a draft product:

- A Edit and Make Changes**  
Use the **Action Menu**

To delete an existing product:

- 1 Click **Delete** in the **Action Menu**
- 2 Specify the effective date and confirm the deletion



## What's new?

Updates, deletions and changes to your product data apply to all levels of your product at once.

**A**

## Use the Action Menu

If the item icon is **Draft** then use the **Action Menu** to **Edit** the item.

If the item icon is not **Draft** then use the **Action Menu** to **Make Changes** to the item.

The screenshot shows a web application interface for a National Product Catalogue. At the top, there's a navigation bar with 'GTIN Search', 'Support', and a user profile 'Jane Smith'. Below this, a 'Create New Product' button is visible. A search bar shows 'GGB' and 'Found 3 results'. A table lists products with columns for 'Your code', 'GTINs', and 'Description'. One product is highlighted with a draft icon. A 'Delete product' modal is open, showing a warning message and a form with fields for 'GTIN', 'Brand', 'Sub-Brand', and 'Description'. The modal has 'Return to Product List' and 'Delete' buttons. An 'Action Menu' is also visible, with options like 'Add Price for Pharm', 'Edit Item Type', and 'Delete...'. A red circle '1' highlights the 'Delete...' option in the Action Menu.

**2**

## Bulk Search

If you accidentally delete a product, you can contact NPC Support to assist with reinstatement

**1**

- Add Price for Pharm
- Edit Item Type
- Delete...