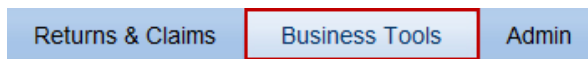Item soft blocking provides ABC PassPort users the ability to restrict the ordering of certain items available in their ABC PassPort Catalog. Soft blocks will not completely restrict the ordering. Administrators can provide individuals the authorization to order or "Bypass" soft blocked items. Customers with a large number of items requiring soft blocks may contact Customer Systems Support for assistance with file importing.

ACCESSING SOFT BLOCKS

STEP 1 - Click the **Business Tools** tab.

STEP 2 - Click the **Soft Block** hyperlink in the **Product Maintenance** section.

> *Note: For the **Soft Block** hyperlink to be accessible, the user must be assigned by an ABC Admin to "All Customer Defined Data Maintenance" for the **Customer Defined Data** option in the **Admin** tab.*

STEP 3 - Click the twisty to the left of the hierarchy to expand the hierarchy and view the lower levels.

STEP 4 - Click the hyperlink for the desired hierarchy to access the assigned soft block items.

STEP 5 - View the soft block items for the selected hierarchy displayed in the **Assigned Products** section below the hierarchy.

> *Note: The **Assigned Products** section displays the list of soft block items for the selected hierarchy.*

ADDING SOFT BLOCKS

After completing steps 1 through 4 of the "Accessing Soft Blocks" section of this reference, continue with the following steps.

STEP 1 - Scroll down to the **Add Product** section.

STEP 2 - Type the SAP customer number into the **Customer ID** field.

> *Note: The SAP customer number determines item eligibility and validation.*

> *Note: To search for a customer number, click the icon next to the **Customer ID** field.*

STEP 3 - Select the criteria to use in your search from the **Search by** drop down list to assign items to soft block.

STEP 4 - Type the search criteria in the field that displays.

STEP 5 - Click [Find].

> *Note: Clicking the **Find** button adds the item to the list of soft block items in the **Assigned Products** section.*

> *Note: Invalid item search results will display a message at the top left of the screen.*

DELETING SOFT BLOCK ITEMS

After completing steps 1 through 4 of the "Accessing Soft Blocks" section of this reference, continue with the following steps.

STEP 1 - Click the gray selection box to the left of the soft block item(s) to be deleted in the **Assigned Products** section.

> *Note: Select multiple items by holding down the **Ctrl** key and clicking multiple gray selection boxes for the items requiring deletion.*

STEP 2 - Click **Delete**.

STEP 3 - Click **OK** in the **Confirmation Popup** dialog box to confirm deletion of the selected item(s).

> *Note: The deleted item(s) are now removed from the **Assigned Products** section.*

SEARCHING FOR SPECIFIC SOFT BLOCKED ITEMS

After completing steps 1 through 4 of the "Accessing Soft Blocks" section of this reference, continue with the following steps.

STEP 1 - Type the ABC 8-digit item number in the **Product ID** search field or the item description in the **Description** search field.

STEP 2 - Press the **Enter** key.

> *Note: The search results display.*

DEACTIVATING A SOFT BLOCK ITEM

Deactivating a soft block item allows the item to be ordered and to quickly be reactivated later. After completing steps 1 through 4 of the "Accessing Soft Blocks" section of this reference, continue with the following step.

STEP 1 - Select "No" from the **Soft Block** drop down list.

ACTIVATING A SOFT BLOCK ITEM

Activating a soft block item prevents the item from being ordered. After completing steps 1 through 4 of the "Accessing Soft Blocks" section of this reference, continue with the following step.

STEP 1 - Select "Yes" from the **Soft Block** drop down list.

Soft Block	Product ID	Description
No	10031536	PEPTO BISMOL CHER MAX LIQ 8 OZ
Yes	10099974	LEVOFLOXACIN 25 MG/ML VL 30 ML
No	10021632	GNP IBUPROFEN 100 MG BBG SUS 4 OZ
Yes	10003023	LEVAQUIN 750 MG SDV 30 ML
Yes	10009723	TYLENOL COLD MUCS CLBRST LIQ 8 OZ