



Setting Up Your Price Codes file

For the groups of:

Mat Design, Mounting,

Hardware, Glass,

Extra and

Fitting.

You will need to delete any of the items you do not use or change the name of an unnecessary item to one which you will need.

In the Price Codes file, click on Mat Design (left sidebar) and then click List View (top centre) to see all the items currently listed with that group.

All items which are currently listed in the group will appear on the screen in the order in which they were entered.

To identify an item to be deleted, click on the Marked box beside the item in the yellow box.

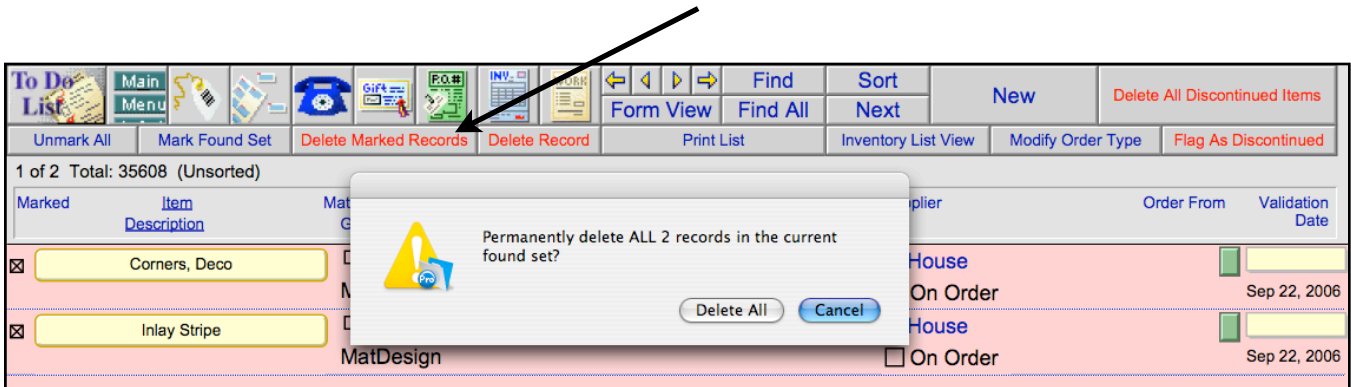
Marked	Item Description	Matrix Code Group	Cost	Chop	Join	\$ per UI \$ per foot	Size Order Typ
<input checked="" type="checkbox"/>	Corners, Deco	MatDesign	1.00				
<input type="checkbox"/>	V-groove, Two Lines	MatDesign				0.25	
<input type="checkbox"/>	French Line	Fitting0 MatDesign	1.00			0.15	
<input checked="" type="checkbox"/>	Inlay Stripe	MatDesign				0.15	

To change the name of an item, click on the name in the pale yellow (or white) bar.

This will take you to the Form View screen for that item.

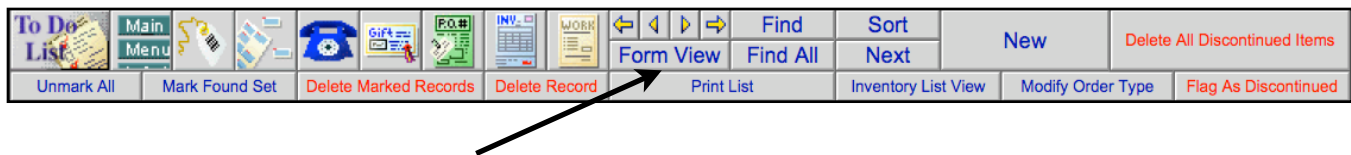
Click in the Item field where the name appears and write over or delete the name and enter what you want it to be.

Then click the List View button to go back to the list.



When you have finished customizing items, click on the Delete Marked Records button if you have identified items to be deleted. (Otherwise, go back to the top of the page and start on the next group to be customized: Mounting.)

The items to be deleted will be listed. Check that only those items which you have marked are in the list before you continue by clicking the Delete All button. (If other people have marked items, they will appear in your list as well so you may need to Cancel if this is the case.)



You will need to click on Form View (top centre) after the items are deleted. Then continue with the next group: Mounting, etc. until all groups have been edited.

TIP: To see how your finished list will appear in the Work Order Screen, click on the group, (E.g. Mat Design, then click on List View, then click on the underlined word the "Item". The list will be sorted.

TIP: The list is sorted alphabetically, so you may want to group items together Eg. Vgroove - single; Vgroove - double, etc. Or, place number before the item to have them appear at the top of the list. Eg. 01 - Vgroove, 02 - Painted Panel, etc.

To add new items you can either duplicate a record or create a new one with the buttons in the top right corner. (New button or Duplicate Record button.)