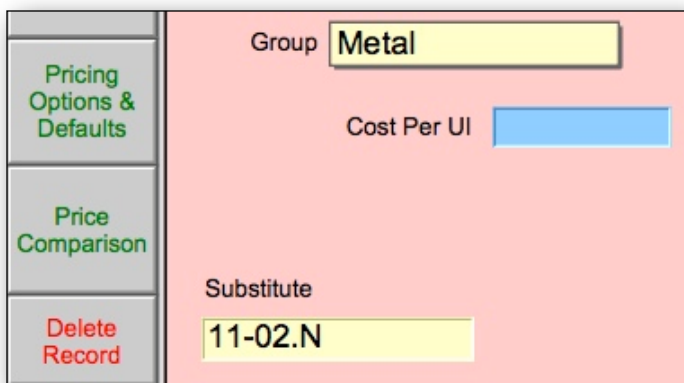


# How do I find a substitute moulding for one I have already entered?

This feature would be used when two vendors sell the same moulding and you wish to order from one supplier vs the other. Or it can be used to a non-stock frame for a look-alike frame you have available. This is also handy for when your staff enters a Larson number but you want to order from a local supplier. Or vis-versa.

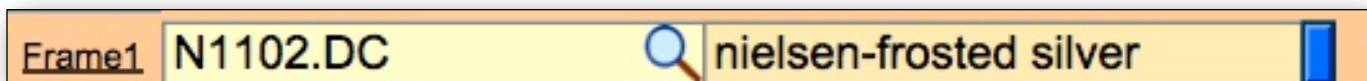
In order to use this feature, you will first need to enter the substitute moulding number into the Substitute field in the Price Codes file. (Located in the lower left corner of the screen.)



The screenshot shows a software interface for entering price codes. On the left is a sidebar with three buttons: 'Pricing Options & Defaults' (green text), 'Price Comparison' (green text), and 'Delete Record' (red text). The main area has a pink background and contains the following fields: 'Group' with a dropdown menu showing 'Metal', 'Cost Per UI' with an empty blue input field, and 'Substitute' with a dropdown menu showing '11-02.N'.

In this case, I have found a silver metal frame which can be ordered from Nielsen and have entered it onto the record of a similar frame from a different supplier.

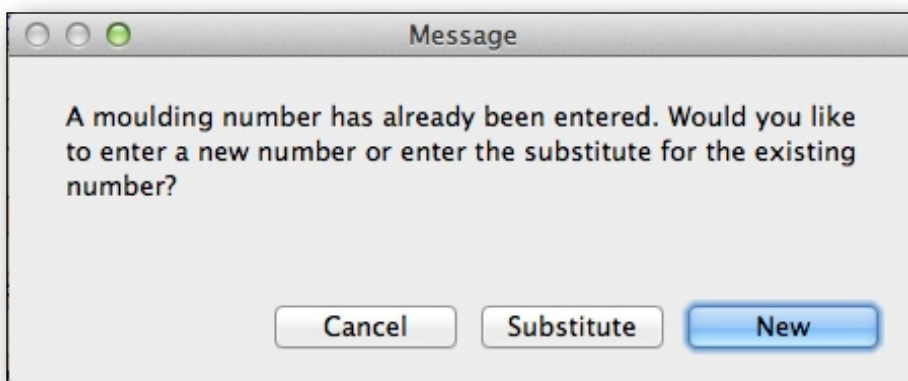
On the Work Order, you will need to enter the frame which has a known substitute.



The screenshot shows a search bar with a yellow background. On the left, the text 'Frame1 N1102.DC' is displayed. To the right of this text is a magnifying glass icon, followed by the search term 'nielsen-frosted silver'. A blue vertical bar is on the far right of the search bar.

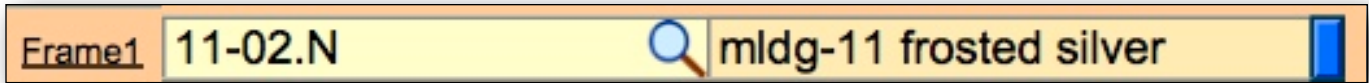
1. Click on the magnifying glass (button).

*The following dialog box appears.*



The screenshot shows a 'Message' dialog box with a white background and a grey title bar. The text inside the dialog box reads: 'A moulding number has already been entered. Would you like to enter a new number or enter the substitute for the existing number?'. At the bottom of the dialog box are three buttons: 'Cancel', 'Substitute', and 'New'.

2. Click **Substitute** to replace the moulding with the one identified in the **Price Codes** file.



If you click on the Substitute button and an entry has not been made in the Substitute field of the Price Codes file, then a message will appear telling you that 'no substitute can be found' for this item.

If you click on the **New** button, it returns you to the Search screen so that you can look for a different moulding.