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Adding a New Brand



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1 month ago · Updated

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When you are detailing a new item you may encounter a brand that doesn't exist in the system. Follow the steps below to add this brand to the system.

1. Type out the full name of the brand.
2. If there are no brands in the system that match the brand that you have typed in, the auto-suggestion area will indicate that there are no matches.

Details

Item

Blouse

Colors

white, beige, orange

Pattern

solid

Fabrics

cotton

Brand

test test

Special Cares

Description

Tags

1.00

(Saved)

Annotations

History

Could not find any items matching "test test"

Item Details

6-622

6/23

Reject

Future Price

Alter Only

Press Only

Dup

Send

Tag

Save

3. Hit the Enter key and the system will populate an option to create the brand you have typed in.

Details

Item

Blouse

Colors

white, beige, orange

Pattern

solid

Fabrics

cotton

Brand

test test

Special Cares

Description

Tags

1.00

(Saved)

Annotations

History

Could not find any items matching "test test"

Create new "test test"

Item Details

6-622

6/23

Reject

Future Price

Alter Only

Press Only

Dup

Send

Tag

Save

4. Now the brand has been added to the item you detailed and to the entire system for you and other employees to use.



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