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# Creating Special Care Folders



Josh Nye

2 years ago · Updated

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If you have multiple special cares that share similar attributes or that you would like to group into a folder follow the steps below.

1. Create all the special cares that will be grouped.
2. In the settings portion of each special care type the name of the folder you want to create. The name must be identical for each special care in order to properly group the special cares.

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Special Cares Alterations

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| Display order   | Name                       | Type    | Up-charge | ITEM OVERRIDES   | SETTINGS | Status  |
|---|----------------------------|---------|-----------|------------------|----------|---------|
| 147   | Extensive Trim             | Percent | 50        | ITEM OVERRIDES 1 | SETTINGS | DISABLE |
| Production Value <input type="text" value="0"/> Apply to Total <input type="checkbox"/> Show in Detailing <input checked="" type="checkbox"/> Show on Financial Receipts <input type="checkbox"/><br>Folder <input type="text" value="Trim"/> Permanent <input checked="" type="checkbox"/> Show in ClothesTracker <input checked="" type="checkbox"/> Alert on Bagging Receipts <input type="checkbox"/> |                            |         |           |                  |          |         |
| 150   | Leather Trim (no charge)   | Cash    | 0         | ITEM OVERRIDES 1 | SETTINGS | DISABLE |
| Production Value <input type="text" value="0"/> Apply to Total <input type="checkbox"/> Show in Detailing <input checked="" type="checkbox"/> Show on Financial Receipts <input type="checkbox"/><br>Folder <input type="text" value="Trim"/> Permanent <input checked="" type="checkbox"/> Show in ClothesTracker <input checked="" type="checkbox"/> Alert on Bagging Receipts <input type="checkbox"/> |                            |         |           |                  |          |         |
| 153   | Leather /SuedeTrim         | Cash    | 10.45     | ITEM OVERRIDES 1 | SETTINGS | DISABLE |
| Production Value <input type="text" value="0"/> Apply to Total <input type="checkbox"/> Show in Detailing <input checked="" type="checkbox"/> Show on Financial Receipts <input type="checkbox"/><br>Folder <input type="text" value="Trim"/> Permanent <input checked="" type="checkbox"/> Show in ClothesTracker <input checked="" type="checkbox"/> Alert on Bagging Receipts <input type="checkbox"/> |                            |         |           |                  |          |         |
| 156   | Full Trim                  | Percent | 100       | ITEM OVERRIDES 1 | SETTINGS | DISABLE |
| 178   | Minor Trim                 | Cash    | 7.71      | ITEM OVERRIDES 1 | SETTINGS | DISABLE |
| 179   | Lace Trim                  | Cash    | 7.22      | ITEM OVERRIDES 1 | SETTINGS | DISABLE |
| 180   | Major Trim                 | Cash    | 15.31     | ITEM OVERRIDES 2 | SETTINGS | DISABLE |
| 181   | Large Leather / Suede Trim | Cash    | 20.95     | ITEM OVERRIDES 1 | SETTINGS | DISABLE |
| 182   | Fur trim                   | Cash    | 15.31     | ITEM OVERRIDES 1 | SETTINGS | DISABLE |

3. When you are detailing you will now see the folders you've created in green when in the special care menu.

Laundry Shirt Starch: None Crease Pants: As needed by garment Repair: Contact before repair

**Details** 0 **( Saved )** **Annotations** **History**

Item: Shorts

Color: ☒ blue, ☐ white

Pattern: ☒ striped

Fabric: cotton

Brand: APC

**Special Care**

Description

Pieces: 1

|                              |                              |                              |
|------------------------------|------------------------------|------------------------------|
| Pleats (30%)                 | Full Pleats 10 or less (20%) | Full Pleats 10 or more (40%) |
| Half Pleats 10 or more (20%) | Cuffs (\$0.68)               | Crimpled Finish              |
| Full Lining (\$3.09)         | Half Lining (\$1.57)         | Attach Belt/Tie (\$1.46)     |
| Full (\$1.57)                | <b>Trim</b>                  | <b>Extra Work</b>            |
| <b>Limited Services</b>      | <b>Misc</b>                  | <b>Stain</b>                 |

Back Clear 3 more..

Reject Alter Only Press Only Duplicate Send To Add photo **Save**

4. Click on your desired folder to see the special cares in the folder.

5. Select the correct special care for the item you are detailing.

**Laundry Shirt Starch:** None  
**Crease Pants:** As needed by garment  
**Repair:** Contact before repair

**Details** 0 ( Saved )

**Item** Shorts  
**Color** blue, white  
**Pattern** striped  
**Fabric** cotton  
**Brand** APC

**Special Care**

Ultrasuede Trim (\$2.25)

**Description**

**Pieces** 1

|                          |                                      |                                |
|--------------------------|--------------------------------------|--------------------------------|
| Extensive Trim (50%)     | Leather Trim (no charge)             | Leather / Suede Trim (\$10.45) |
| Full Trim (100%)         | Minor Trim (\$7.71)                  | Lace Trim (\$7.22)             |
| Major Trim (\$15.31)     | Large Leather / Suede Trim (\$20.95) | Fur trim (\$15.31)             |
| Paint Trim (\$7.22)      | Feather Trim (\$7.22)                | Cutwork Trim (10%)             |
| Ultrasuede Trim (\$2.25) | Velvet Trim (\$7.22)                 | Embroidered Trim (\$7.22)      |

Back Clear 2 more..

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6. The folder will be blue when there is a special care within that folder that is selected.

Laundry Shirt Starch:  
None

Crease Pants:  
As needed by garment

Repair:  
Contact before repair

Details 0

ItemShorts

Color

blue, white

Pattern

striped

Fabriccotton

BrandAPC

Special Care

Large Leather / Suede Trim (\$20.95)

Description

Pieces1

( Saved )

Pleats (30%)

Full Pleats 10 or less (20%)

Full Pleats 10 or more (40%)

Half Pleats 10 or more (20%)

Cuffs (\$0.68)

Crimpled Finish

Full Lining (\$3.09)

Half Lining (\$1.57)

Attach Belt/Tie (\$1.46)

Full (\$1.57)

Trim

Extra Work

Limited Services

Misc

Stain

Back

Clear

3 more..

Annotations

History

detailed

9261-22103

9/18/19

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Alter Only

Press Only

Duplicate

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