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Adding a New Item Type

Sam Taylor
2 years ago · Updated

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To add a new item to your price list:

1. Click on the Admin button on the top right corner of the screen

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2. Select Detailing & Pricing from the left hand menu --> Item Types

3. Click '+ Add New'
🖼mceclip1.png

4. Enter item's Name --> select a Category --> select a Department --> select an Item Image --> set a Price --> Charge by unit if this is an item that is billed by Sq. Ft. --> Check oversize only if you want that item to always be on it's own ticket, bagged by itself (i.e pillows, comforters, wedding gowns, etc). --> If production staff is paid via commission, then the production value represents the amount that production is paid once item is completed.
*Disregard Rack space and Reported item

Help

5. At the very bottom Right of the Create an Item popup, make sure to Save by Clicking '+ Add'

After refreshing all your company stations, the new item will be available in Detailing and the Price List.

[Click here for tutorial video.](#)

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