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Editing an Item Type



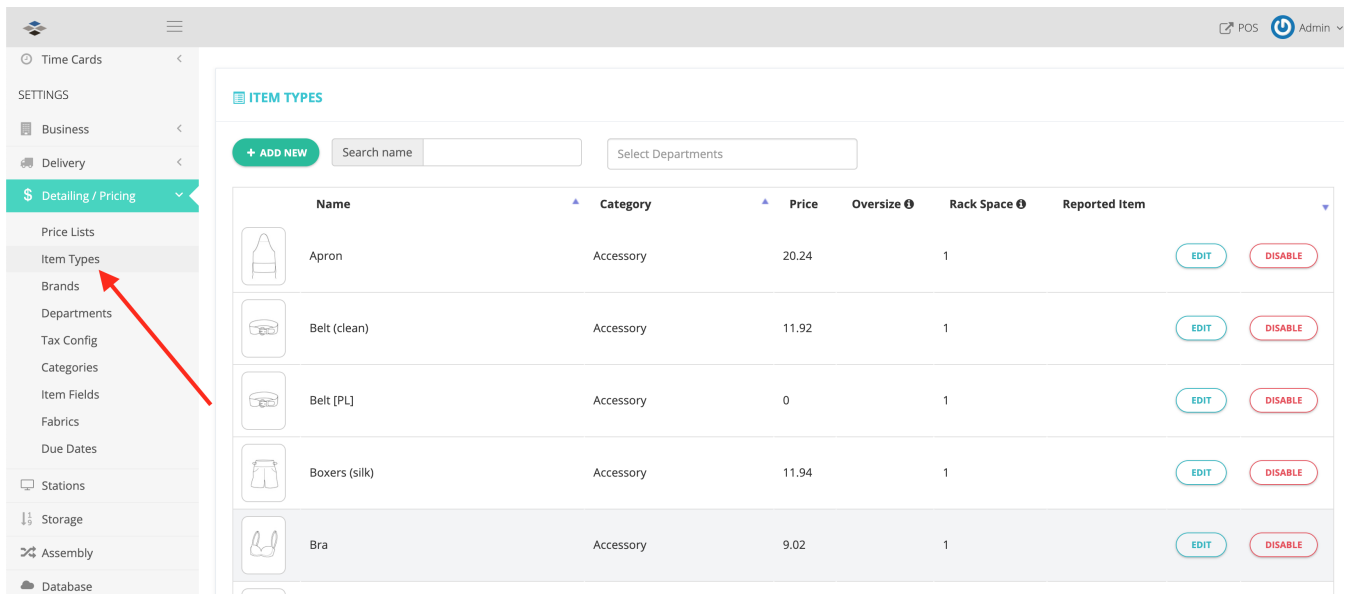
Josh Nye

2 years ago · Updated

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This guide explains how to edit the variables of an item.

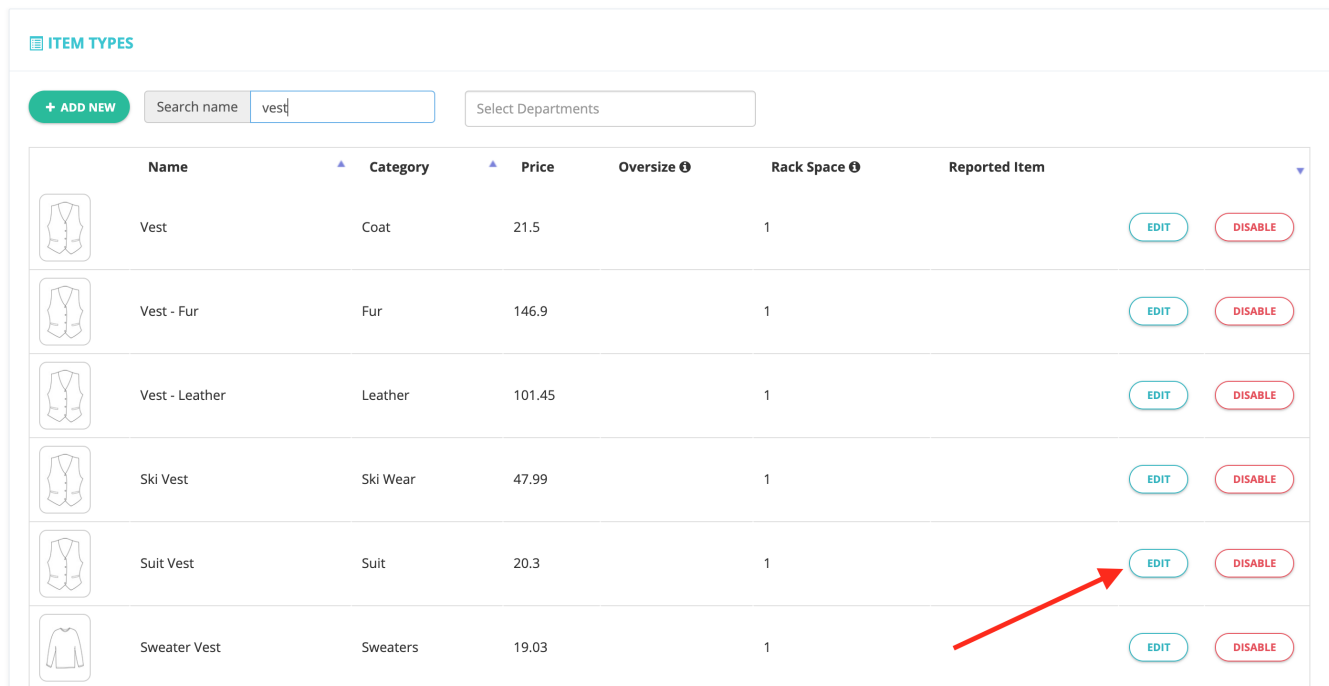
To edit an Item Type go to Admin. Then click on the Item Types section of Detailing / Pricing.



The screenshot shows the 'ITEM TYPES' section of the SMRT Systems Admin interface. The left sidebar contains a menu with options: Time Cards, SETTINGS (Business, Delivery, **Detailing / Pricing**), Price Lists, Item Types (highlighted with a red arrow), Brands, Departments, Tax Config, Categories, Item Fields, Fabrics, Due Dates, Stations, Storage, Assembly, and Database. The main content area displays a table of item types with columns: Name, Category, Price, Oversize, Rack Space, and Reported Item. The table lists items like Apron, Belt (clean), Belt [PL], Boxers (silk), and Bra. Each item has an 'EDIT' button and a 'DISABLE' button.

Name	Category	Price	Oversize	Rack Space	Reported Item
Apron	Accessory	20.24		1	EDIT DISABLE
Belt (clean)	Accessory	11.92		1	EDIT DISABLE
Belt [PL]	Accessory	0		1	EDIT DISABLE
Boxers (silk)	Accessory	11.94		1	EDIT DISABLE
Bra	Accessory	9.02		1	EDIT DISABLE

To find the item you want to edit you can search the name or scroll to find it. Once you find the item you want to edit click the edit button.



The screenshot shows the 'ITEM TYPES' section with a search filter applied. The search bar contains the text 'vest'. The table lists items like Vest, Vest - Fur, Vest - Leather, Ski Vest, Suit Vest, and Sweater Vest. A red arrow points to the 'EDIT' button for the 'Sweater Vest' item.

Name	Category	Price	Oversize	Rack Space	Reported Item
Vest	Coat	21.5		1	EDIT DISABLE
Vest - Fur	Fur	146.9		1	EDIT DISABLE
Vest - Leather	Leather	101.45		1	EDIT DISABLE
Ski Vest	Ski Wear	47.99		1	EDIT DISABLE
Suit Vest	Suit	20.3		1	EDIT DISABLE
Sweater Vest	Sweaters	19.03		1	EDIT DISABLE

Now you can edit every attribute of the item.

Edit Item-Type: Suit Vest

Name

Suit Vest

Category


Suit

Department

Dry Cleaning

Item Image

Suit Vest



Price

20.3

Charged by Area

☐

Oversize

☐

Production value

1.00

Rack space

1

Reported Item

☐

Item id #15. Detailing form barcode: IT15B

CLOSE

SAVE

1. The name of the item is what shows when detailing and on all on receipts.

2. The Category of the item is the group the item is nested under when you are detailing.

3. The Department of the item defines the where the sales of the item type are attributed and if it is useable when detailing with the "Quick by Department" setting (see below). If the item is not in the department selected for the quick ticket it will not display when trying to detail an order for that department.

The screenshot shows the 'Editing Item Type' form in the SMRT Systems interface. The form is organized into three main sections: a top grid of item types, a calendar for scheduling, and a right-hand section for additional details.

Item Type Grid:

Cleaning	Import	Retail
Dry Cleaning	Del Mar	Regular Shirts
French Laundry	Economy Laundry	Alterations
Drapes	Wedding (Legacy)	Wedding (Academy)
Polito Purse	Tesoro	Nuovo
Dye (SL)	Other Sublet	Merchandise
Other		Restoration

Calendar: The calendar shows September 2019. The 23rd is selected. The date September 19, 2019, is also visible at the bottom of the calendar.

Additional Fields:

- Pieces:** A text input field.
- Time:** A dropdown menu showing '5 PM'.
- Rush:** A text input field with the value 'Rush'.
- Notes:** A large text area for additional notes.

Bottom Section:

Customer has delivery scheduled. Choose return location.

Buttons: R7, Plant, Create

4. The Item Image is the sketch that displays for the item. Pick whatever is closest to the item type.

5. Price is the base price of the item before any upcharges have been applied.

- 6.** The Charge by Area checkbox will make the pieces or barcodes field display "sq ft" and if selected it will not create more than 1 barcode when detailing using the "temp tag" or "zebra tag" method.
- 7.** The Oversize checkbox will make the item type always finish by itself when assembled.
- 8.** Production Value is the value attributed to pressing the item. This is used for reporting purposes.
- 9.** Rack Space is the bulkiness factor of the item. If you only want 2 items per bag and you set this value to 2 then the item type will always finish as a single piece, if you leave it at 1 then you can have 2 of the item type per bag.
- 10.** Ignore Reported Item.
- 11.** If you wanted to cancel your changes click Close. If you want to save your changes click Save.



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