

POS*i*T

- Integrated POS System
- With Inventory Tracking
- For Networked Multi Retail Stores

- **IT Master**
Version. 2.0

INVENTORY TRACKING (IT) MASTER MANUAL

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1. Log On

Double Click the 'it_master' Icon from the desktop



Input your **User name** and **password** to login

2. MR (Merchandise Received)

A. Start Window: Click 'Received'



Menu Buttons

Entering new Merchandize

- Select Manufacturer or create a new Manufacturer
- Select Style No. or create a new Style No.
- Select Size Group and Invoice No. (**Optional**)
- Enter Qty
- Enter Cost
- Enter SKU(**Optional**)

A) Select Manufacturer

- 1) Click the scroll down menu to see the list of Manufacturers

Merchandise Receipt Detail Window

- 2) If the Manufacturer is not in the list, click <new> to create a new organization

Organization Information Form

Organization Information

Org Name: Account Number: Term Code:

Org Type: Credit Limit: Tax ID: Shipping Method:

Is active? AR Balance: Tax Rate:

Website: Email:

Org Address Information

Addr Type:

Address:

City: State: Zip Code:

Org Phone Information

Phone Type Phone Number

Contact Person's Information

First Name: Middle Name:

Last Name:

Title:

Email: Primary Contact?

Contact Type: Contact Status: Phone #:

Message :

OK Close Add Delete

Click 'OK' To save

3) Enter Org Name and Type(Required)

4) Click 'OK'

Org Address, Phone Number, and Contact are optional

5) Click 'Close' to go back to the MR window

Refer to the Organization section for an alternate way to add a new Org, list and search for an organization.

B) Enter Style No

- Select a Style No. from the list

Manufacturer: KYOCHON Style Number: CHEESE STICK UNCLASSIFIED

Size Group: Size Ratio:

0 Same Qty 0.00

Size Ratio:

Q'ty / Sizes -> Total Qty

Q'ty / Sizes ->	Total Qty	1	2	3	7	8
N/A	0	N/A				

SKU # Prev

- For a new Manufacturer, you will need to create a new Style No. Click 'New Style' or Press Enter.

You will be directed to the POSiT Style Master screen.

Click 'OK'
To save

1) New Style:

- Enter Style No (description of the product) and Prod Spec
- All other fields are optional
- Click 'OK' to save
- Once this has been saved, a user can always add other required fields (Color, Size, and Prod Specs) later.

Refer to the Style Admin section for an alternate way to add, list and search for a style.

- Click 'Close' when you are done, this will bring up table to input Color, Qty, and Cost of received merchandise

Manufacturer: KYOCHON Style Number: CHICKEN BROIL UNCLASSIFIED

Size Group: Size Ratio: Invoice #: New Style Dist Order

0 Same Qty 0.00 Same Cost Prev SKU # Prev Edit Style

Size Ratio: 1 2 3 4 5 6 7 8 9 10

Q'ty / Sizes ->	Total Qty	1	2	3	4	5	6	7	8	9	10	Q'ty	Amount
1 ALT/UNI/BLU	0	N/A										0	0.00

OK Cancel Cost Add Duplicate Delete

If the Style No has more than one color, you can click the 'Add' to generate more rows to input more information.

Manufacturer: PROPOSE Style Number: 12345 PANTS

Invoice #: New Style Dist Order

Fixed Sales Price ? 0 Same Qty 0.00 Same Cost Prev SKU # Prev Edit Style

Q'ty / Sizes ->	1	2	3	4	5	Q'ty	Amount
1 BLACK	S	M	L			0	
2 IVORY						0	
3 YELLW						0	

OK Cancel Cost Add

Detailed Information for Merchandise Receipt

2) Edit Style

2-1. New Color Group:

- Click 'Color Group' in bottom half of the style window
- Click New
- Drag a color from the Color List from the bottom left corner (below)
- Click Desc. to enter Description and the 'OK'
- Select New Color Group and then click 'OK' in the top half of the screen

Prod Specs Color Group Size Group Style Sales Data

Color	Name
464 WTRD	WTRD
465 WTRDBK	WTRDBK
466 WTSC	WTSC
467 WTWT	WTWT
468 YEL/BLK	YEL/BLK
469 YEL/L.PINK	YEL/L.PINK
470 YEL/ORG	YEL/ORG
471 YELLW	YELLW

Color Group

Color Group Description (255 letters):

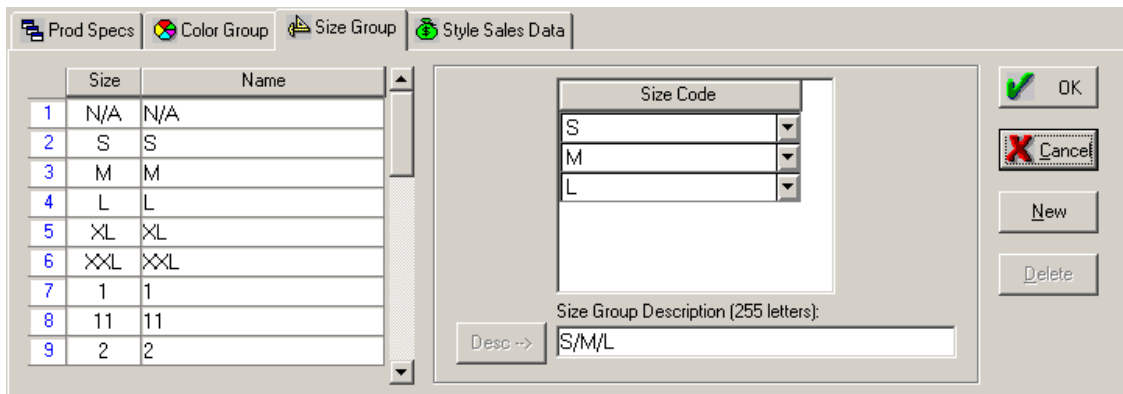
Desc -> BLACK-IVORY-YELLW

OK Cancel New Delete

2-2. New Size Group: (if applicable)

- Select 'Size Group' in style window
- Click 'New'

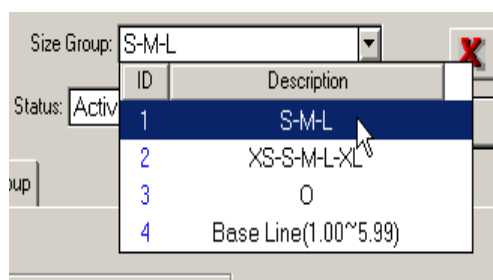
- Drag a size from the size list at bottom left corner
- Click Desc to enter Description and then 'OK'
- Select New Size Group and then click 'OK' in the top half of the screen



- (Example) Re-select Color Group & Size Group



Color Group



Size Group

- Click 'Close' to return to the MR window
- C) Enter Qty, Cost and SKU #**

1) Input the Qty for each Color and Size and then 'Enter'

Qty
Enter

→ If the Qty is the same for all colors and sizes you can use the 'Same Qty' to auto fill the grid, otherwise click on the individual boxes to enter a different Qty for each color and size.

Fixed Sales Price ? <input type="checkbox"/>		10	Same Qty	0.00	Same Cost	Prev	SKU #	Prev	Edit Style
Qty / Sizes ->		1	2	3	4	5	Qty	Amount	
		S	M	L					
1	BLACK	10	10	10			30	0.00	
2	IVORY	10	10	10			30	0.00	
3	YELLOW	10	10	10			30	0.00	

2) Input the Cost for each Color, Size and the 'Enter'

→ Input the Cost and Click 'Enter' if the cost is the same for all colors and sizes, otherwise click on the individual boxes to enter a different cost price for each color and size.

Fixed Sales Price ? <input type="checkbox"/>	10	Same Qty	5.99	Same Cost	Prev	SKU #	Prev	Edit Style
Cost / Sizes ->	1	2	3	4	5	Q'ty	Amount	
	S	M	L					
1 BLACK	5.99	5.99	5.99			30	179.70	
2 IVORY	5.99	5.99	5.99			30	179.70	
3 YELLOW	5.99	5.99	5.99			30	179.70	

Prev: Check the previous price

→ If the Cost is the same as the previous cost click the 'Prev' which will bring up the window below, double click on the 'Curr Cost' to Input that value.

Style Number	Curr Cost	Last Cost	Rcvd Date
CHEESE STICK	\$1.00		05/09/2007

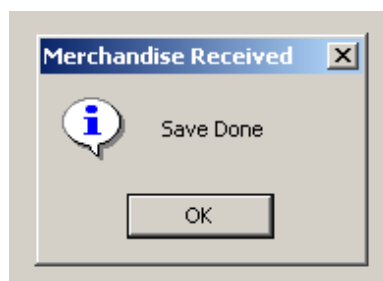
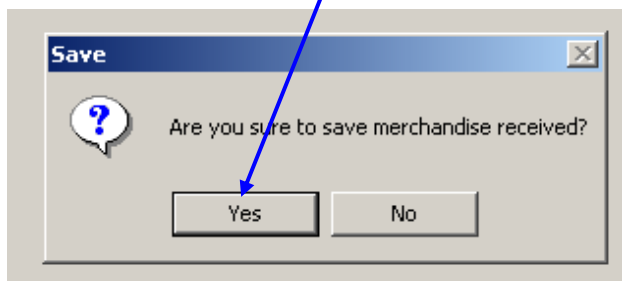
3) Input the SKU # (Optional)

→ Enter the SKU # for each Color and Size; use the same method as the Cost if values are the same.

Fixed Sales Price ? <input type="checkbox"/>	10	Same Qty	5.99	Same Cost	Prev	3700030756	SKU #	Prev	Edit Style
SKU / Sizes ->	1	2	3	4	5	Q'ty	Amount		
	S	M	L						
1 BLACK	3700030756	3700030756	3700030756			30	179.70		
2 IVORY	3700030756	3700030756	3700030756			30	179.70		
3 YELLOW	3700030756	3700030756	3700030756			30	179.70		

4) Press 'Enter' several times then click 'OK' to save.

5) Click 'Yes' confirm that you want to save merchandise received.



Confirm Window

Edit Qty/Cost: This option is only available before distributing the Merchandise to the Stores

Style Number: 12345 PANTS

12345

New Style Dist Ord

0 Same Qty 0.00 Same Cost Prev SKU # Prev Edit Style

1	2	3	4	5	Qty	Amount
L	M	S			30	179.70

Cancel

- Click this icon to browse the list below
- Mint color indicates that the Merchandise has been distributed (Not available to edit) → **Status 'N'**
- Cream color indicates that the Merchandise has not been distributed (Available to edit)

POSit MR Edit

Item ID	Item Name	Status	Qty	New Qty	Cost	New Cost
118	PROPO-BLOUSE-BLK-S	N	10	10	10.00	10.00
119	PROPO-BLOUSE-BLK-M	N	10	10	10.00	10.00
120	PROPO-BLOUSE-BLK-L	N	10	10	10.00	10.00
121	PROPO-BLOUSE-WHT-S		10	10	10.00	10.00
122	PROPO-BLOUSE-WHT-M		10	10	10.00	10.00
123	PROPO-BLOUSE-WHT-L		10	10	10.00	10.00
124	PROPO-BLOUSE-NVY-S	N	10	10	10.00	10.00
125	PROPO-BLOUSE-NVY-M	N	10	10	10.00	10.00
126	PROPO-BLOUSE-NVY-L	N	10	10	10.00	10.00

Close

- Edit Qty/Cost and → Click 'OK'
- Click 'Close' to go back

3. MD: Merchandise Distribution

Merchandise can be distributed in two different ways:

- MR Detail – during the MR process
- MD List

A. MR Detail:

→ Click 'Dist Order' after you have finished receiving the merchandise to browse MD window

Style Number: 1234 BLOUSE

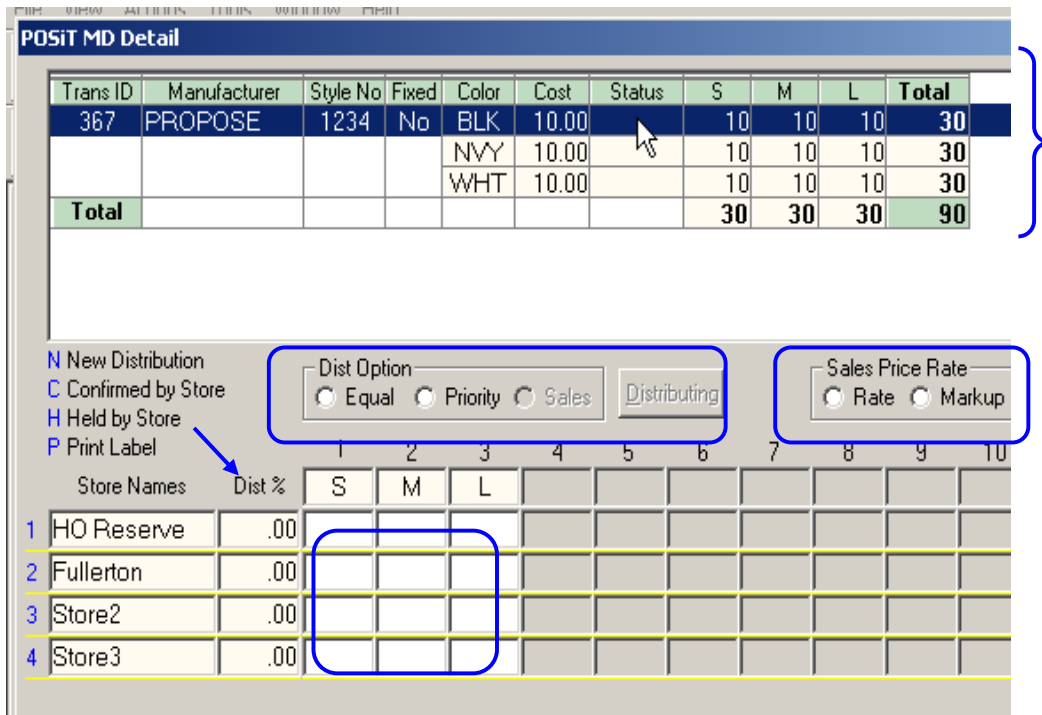
New Style Dist Order

0 Same Qty 0.00 Same Cost Prev Edit Style

4	5	6	7	8	9	10	Qty	Amount
							30	300.00
							30	300.00

Cancel

Merchandize Detail Window

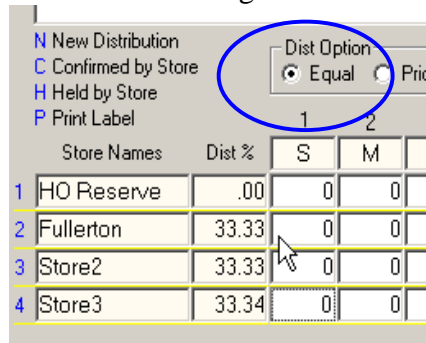


MD Detail Window

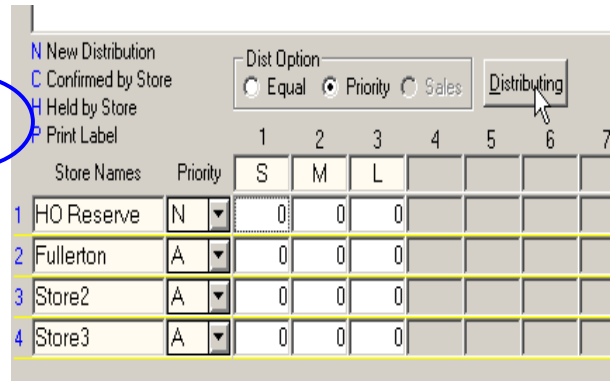
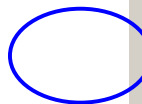
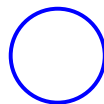
- Select Color from the Cross Tab
- The Merchandise is distributed by size (where applicable)
- Distribute the merchandise one line at a time by Color

A) Distributing : select the option (Equal, Priority)

- Click 'Distributing'



Equal: Distribute with the same rate to all stores.

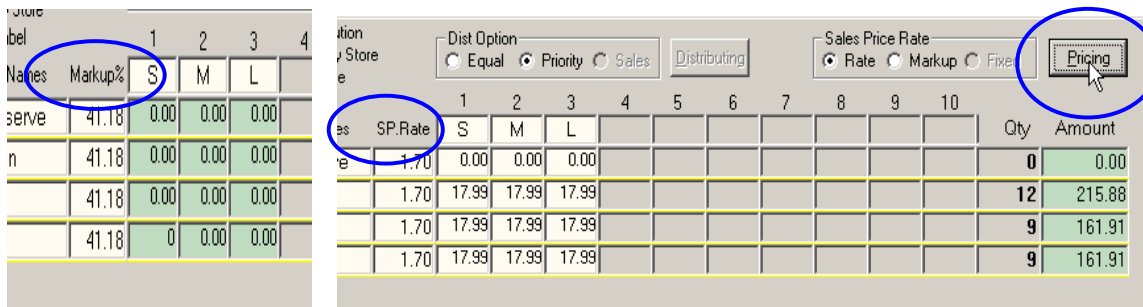


Priority: Distribute based on the priority level A, B, C, D, E & N (=No Dist)

- **Priority** : Right Click Mouse → Adjust the priority rate
Click → Adjust the store priority
- After Distributing, the Qty can be adjusted using Store to Store(refer to that section)
- Use Drag & Drop or by directly typing the value

B) Pricing : Select the option (Rate, Markup)

→ Click 'Pricing'

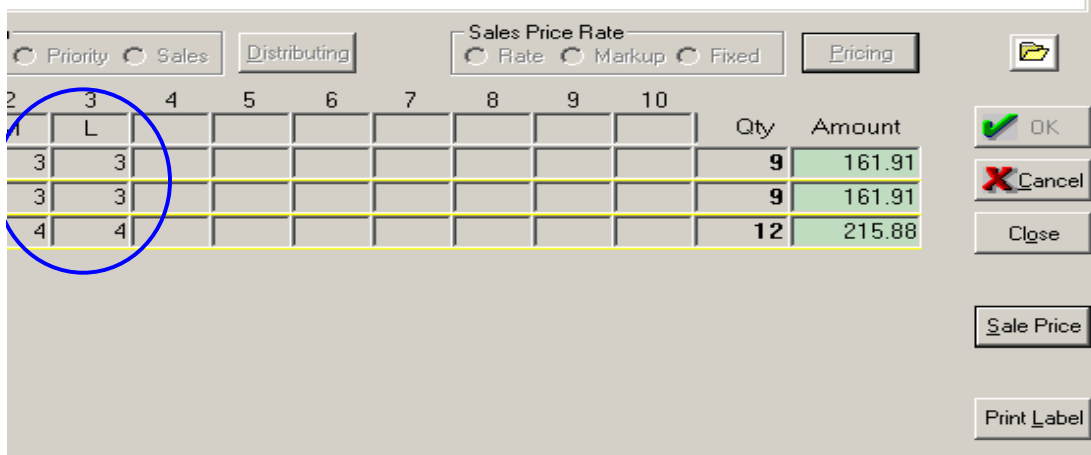


- **Rate**: Buying price * rate = Sale price
- **Markup**: Calculates the Sale price based on the desired profit (%)
- After Pricing, each store can apply different price for each size

C) Save

- MD Status = 'N'
- Bottom part of the window turns to gray (Read Only)
- If Store hold the item without Confirming, can edit the qty

Color	Cost	Status	S	M	L	Total
BLK	10.00	N	10	10	10	30
NVY	10.00	N	10	10	10	30
WHT	10.00		10	10	10	30
			30	30	30	90

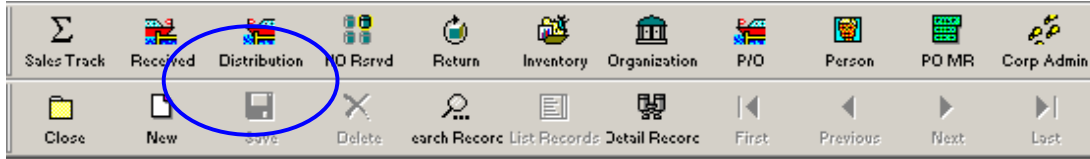


Style No Label Printing

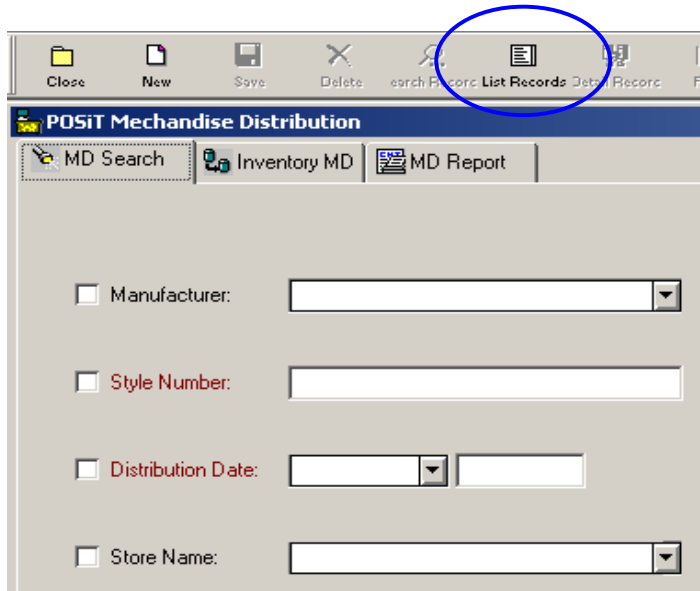
Color difference between distributed items and items not yet distributed

B. MD List:

Select the merchandise from the list to distribute, print label, and see the store's comments



- A) Enter Search Queries
 - B) Click 'List Records' or press 'Enter' to see the search results
- Searching without Search queries will browse the whole inventory*



- C) Select Merchandise from the list
- D) Double Click

- Distributed (MD Status) = Mint color
- Not Distributed = White color

Trans ID	Manufacturer	Style No	Prod ID	Item Name	Store	Status	Qty	Cost	Qty On Hand	Cost Amt.	Sale Price	Price Amt.	Dist Date
559	TEST-M	060602-01	2031	TEST-060602-01-PANTS-AL	Store-SiNC	100	1.99			199.00	4.99	499.00	06/02/2006
			2032	TEST-060602-01-PANTS-AL	Store-SiNC	100	1.99			199.00	4.99	499.00	06/02/2006
			2033	TEST-060602-01-PANTS-AL	Store-SiNC	100	1.99			199.00	4.99	499.00	06/02/2006
			2034	TEST-060602-01-PANTS-AL	Store-SiNC	100	1.99			199.00	4.99	499.00	06/02/2006
556	PKIM-M	PKIM02	2019	4-PKIM02-PANTS-AGBKGM-	Store-SiN	37	2.99	0	110.63	7.99	295.63	06/01/2006	
			2020	4-PKIM02-PANTS-AGBKGM-	Store-SiN	74	2.99	0	221.26	7.99	591.26	06/01/2006	
			2021	4-PKIM02-PANTS-AGBKGM-	Store-SiN	74	2.99	0	221.26	7.99	591.26	06/01/2006	
			2022	4-PKIM02-PANTS-AGBKGM-	Store-SiN	37	2.99			110.63	7.99	295.63	06/01/2006
550	TEST-M	060601-02	2013	060601-02-N/A-AGBKGM-N/A	Main StNCP	5	1.99	7	9.95	4.98	24.90	06/01/2006	
			2013		Store-SiNCP	5	1.99			9.95	4.78	23.90	06/01/2006

MD lists

E) Filtering function

- NotYetPracd Dist: Displays the merchandise which has not been distributed
- Confirmed: Display the merchandise which has been distributed
- All: Displays all merchandise

1) **NotYetPracd**

Cost	Qty On Hand	Cost Amt.	Sale Price	Price Amt.	Dist Date
1.99		99.50	4.99	249.50	07/21/2006
1.99		99.50	4.99	249.50	07/21/2006
1.99		199.00	4.99	499.00	07/21/2006
1.99		199.00	4.99	499.00	07/21/2006
1.99		199.00	4.99	499.00	07/21/2006
1.99		199.00	4.99	499.00	07/21/2006
1.99		99.50	4.99	249.50	07/21/2006

2) **Confirmed**

Cost	Qty On Hand	Cost Amt.	Sale Price	Price Amt.	Dist Date
------	-------------	-----------	------------	------------	-----------

3) **All**

Cost	Qty On Hand	Cost Amt.	Sale Price	Price Amt.	Dist Date
1.99		99.50	4.99	249.50	07/21/2006
1.99		99.50	4.99	249.50	07/21/2006
1.99		199.00	4.99	499.00	07/21/2006
1.99		199.00	4.99	499.00	07/21/2006
1.99		199.00	4.99	499.00	07/21/2006

C. MD: Merchandise Dist

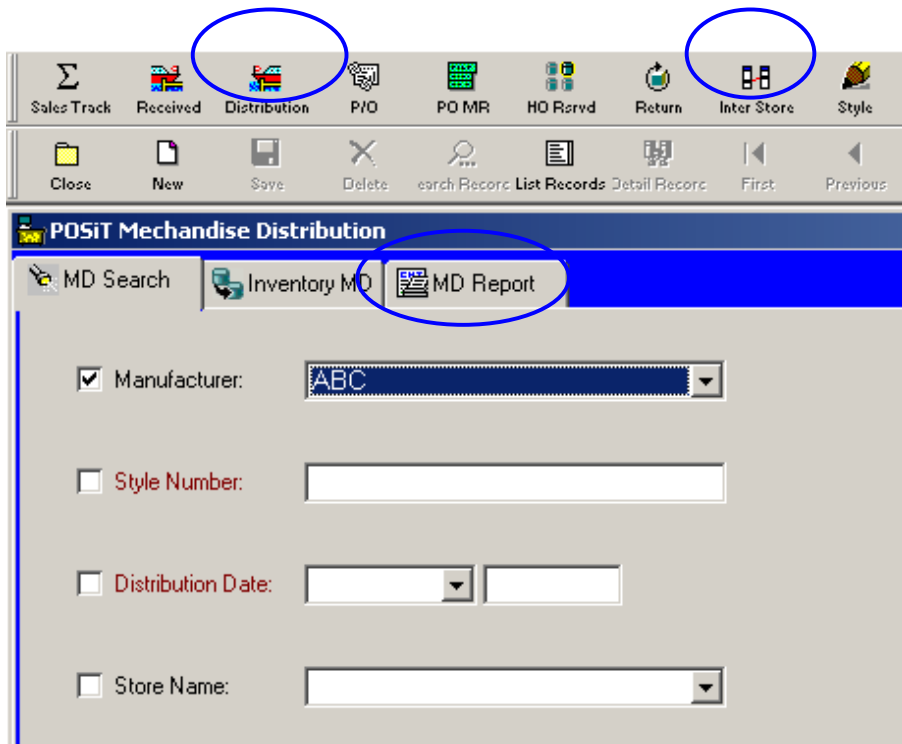
Follow the same procedure as above once you get to the POSiT MD detail window

4. Merchandize Distribution Status (MD Status)

In the MD Status, you can only see the merchandize which has already distributed to the stores. The purpose of this function is to check for the responses to the distributed items from the stores.

A. Search & List

1. **Start Window: Click 'Distribution'**
2. **Enter search option:** You can search under the Manufacturer, the Style Number, the Distribution date and also the Store Name. (Example) Manufacturer = PROPOSE



3. Click 'List' or press 'Enter' to display the search result

4. Search Result

- i. Filtering: Response from each store
 - MD Status
 - Qty Color

NotYetProcessed	→ White
Held	→ Holding due to some reasons 'H', RED
Confirmed	→ Received Items 'C', BLUE
All	→ All three cases

Trans ID	Manufacturer	Style No	Item Name	Store	Status	Qty	S.Prc	Amount
157	PROPOSE	1234	PROPO-PANTS-GRY-32"	Fashion To	NPH	3	17.99	53.97F
				Store2	NC	5	17.99	89.95F
				Store3	N	4	17.99	71.96F
				STORE7	N	3	17.99	53.97F
			PROPO-PANTS-GRY-34"	Fashion To	NPH	4	17.99	71.96F
				Store2	NC	4	17.99	71.96F
				Store3	N	4	17.99	71.96F
				STORE7	N	3	17.99	53.97F
			PROPO-PANTS-GRY-36"	Fashion To	NPH	4	17.99	71.96F
				Store2	NH	4	17.99	71.96F
				Store3	N	4	17.99	71.96F

● 'P' = Label Printed

B. MD Adjust: Available for Hold status

1. Store MR: Procedure to receive distributed items

- 1-1. List: Display the distributed items**
- 1-2. Hold or Confirm:**

From	Trans ID	Manufacturer	Style No	Status	Item Name	Qty	Sales Price	Amount	Created By
HO Reserve	367	PROPOSE	1234	N	PROPO-BLOUSE-BLK-S	4	17.99	71.96	Administrato
			1234	N	PROPO-BLOUSE-BLK-M	4	17.99	71.96	Administrato
			1234	N	PROPO-BLOUSE-BLK-L	4	17.99	71.96	Administrato
			1234	NP	PROPO-BLOUSE-NVY-S	3	17.99	53.97	Administrato
			1234	NP	PROPO-BLOUSE-NVY-M	3	17.99	53.97	Administrato
			1234	NP	PROPO-BLOUSE-NVY-L	3	17.99	53.97	Administrato
	360	COZY	11	NCP	COZY-BLOUSE-BLK-S	6	17.99	107.94	Administrato

(Example)

Responses from Store1 and Store2 for PROPOSE 1234

Manufacturer	Style No	Status	Item Name	Qty	Sales Price
PROPOSE	1234	NH	PROPO-BLOUSE-BLK-S	4	17.99
	1234	NC	PROPO-BLOUSE-BLK-M	3	17.99
	1234	NC	PROPO-BLOUSE-BLK-L	4	17.99
	1234	NPC	PROPO-BLOUSE-NVY-S	3	17.99
	1234	NPC	PROPO-BLOUSE-NVY-M	3	17.99
	1234	NPC	PROPO-BLOUSE-NVY-L	3	17.99

Manufacturer	Style No	Status	Item Name	Qty	Sales Price	Am
PROPOSE	1234	NH	PROPO-BLOUSE-BLK-S	3	17.99	
	1234	NC	PROPO-BLOUSE-BLK-M	3	17.99	
	1234	NC	PROPO-BLOUSE-BLK-L	3	17.99	
	1234	NPC	PROPO-BLOUSE-NVY-S	3	17.99	
	1234	NPC	PROPO-BLOUSE-NVY-M	3	17.99	
	1234	NPC	PROPO-BLOUSE-NVY-L	3	17.99	

→ Hold 4, Receive 3

→ Hold 3, Receive 4

→ Holding Item: **Status = H, Color = Mint**

→ Received Item: **Status = C, Color = Blue (Confirmed)**

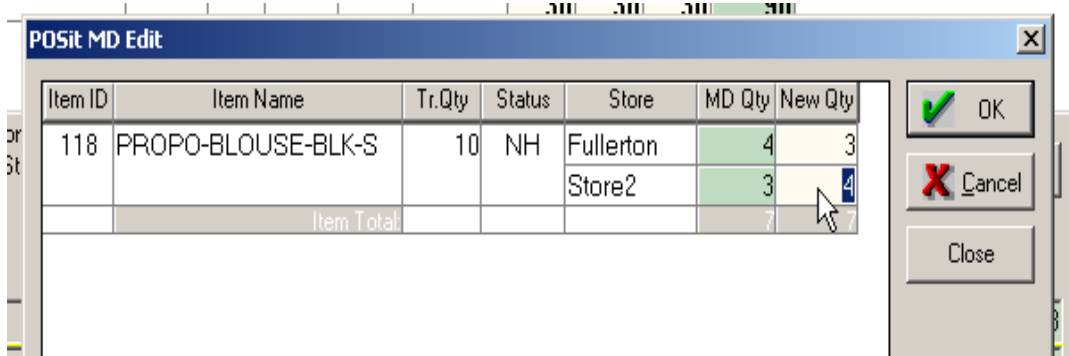
2. Head Office MD Status: MD Status shows the responses from Store

Manufacturer	Style No	Item Name	Store	Status	Qty	S.Prc	Am
PROPOSE	1234	PROPO-BLOUSE-BLK-S	Fullerton	NH	4	17.99	
			Store2	NH	3	17.99	
			Store3	NH	3	17.99	
	1234	PROPO-BLOUSE-BLK-M	Fullerton	NC	4	17.99	
			Store2	NC	3	17.99	
			Store3	NC	3	17.99	
	1234	PROPO-BLOUSE-BLK-L	Fullerton	NC	4	17.99	
			Store2	NC	3	17.99	
			Store3	NC	3	17.99	

2-1. Choose Style No, and click 'Distribution'

→ This picture will appear, Click the picture to adjust the MD Qty

3. Adjust Process



- **Store 1: Adjust from 4 → 3**
- **Store 2: Adjust from 3 → 4**
- **Total qty after the adjustment must be the same before the adjustment**

3-1. Auto saves Comments:

This comment is the response from the Head Office about the adjustment request from the store. Each store can look at the comment to release the hold to confirm.

→ After the store confirms the distribution the color changes to **BLUE**

Store	Status	Qty	S.Prc	Amount	Created By	Created Date	Comment
Fullerton	NH	3	17.99	53.97	Administrato	06/21/2000	ST1 Qty(4->3), ST2 Qty(3->4)
Store2	NH	4	17.99	71.96	Administrato	06/21/2000	ST1 Qty(4->3), ST2 Qty(3->4)
Store3	N	3	17.99	53.97	Administrato	06/21/2000	
Fullerton	NC	4	17.99	71.96	Administrato	06/21/2000	
Store2	NC	3	17.99	53.97	Administrato	06/21/2000	
Store3	N	3	17.99	53.97	Administrato	06/21/2000	

C. Label Print : Click 'Print'

e	Store	Status	Qty	S.Prc	Amount
GRY-32"	Fashion To	NPH	3	17.99	53.97 F
	Store2	NC	5	17.99	89.95 F
	Store3	N	4	17.99	71.96 F
	STORE7	N	3	17.99	53.97 F
GRY-34"	Fashion To	NPH	4	17.99	71.96 F
	Store2	NC	4	17.99	71.96 F
	Store3	N	4	17.99	71.96 F
	STORE7	N	3	17.99	53.97 F
GRY-36"	Fashion To	NPH	4	17.99	71.96 F
	Store2	NH	4	17.99	71.96 F

NotYetPrsdi

Print

Refresh

Distribution

1. Select the items which you want to print the labels
2. Click 'Print Ticket'

PosIT Price Label Print

Trans Id	Status	Product Id	Manufacturer	Style No	Color	Size	Sales Price	Store	Qty	Print ?
157	N	000000000143	PROPOSE	1234	OFW	36"	17.99	0	4	<input type="checkbox"/>
129	NP	000000000111	FINESSE	222	BLK	L	25.99	0	4	<input type="checkbox"/>
129	N	000000000110	FINESSE	222	BLK	M	25.99	0	3	<input type="checkbox"/>
129	N	000000000109	FINESSE	222	BLK	S	25.99	0	2	<input type="checkbox"/>
157	NPC	000000000138	PROPOSE	1234	BGD	32"	17.99	1	4	<input checked="" type="checkbox"/>
157	NPC	000000000139	PROPOSE	1234	BGD	34"	17.99	1	4	<input checked="" type="checkbox"/>
157	NPC	000000000140	PROPOSE	1234	BGD	36"	17.99	1	4	<input checked="" type="checkbox"/>
157	NPH	000000000135	PROPOSE	1234	GRY	32"	17.99	1	3	<input checked="" type="checkbox"/>
157	NPH	000000000136	PROPOSE	1234	GRY	34"	17.99	1	4	<input checked="" type="checkbox"/>
157	NPH	000000000137	PROPOSE	1234	GRY	36"	17.99	1	4	<input checked="" type="checkbox"/>
157	NC	000000000141	PROPOSE	1234	OFW	32"	17.99	1	4	<input type="checkbox"/>
157	NC	000000000142	PROPOSE	1234	OFW	34"	17.99	1	2	<input type="checkbox"/>
157	NC	000000000143	PROPOSE	1234	OFW	36"	17.99	1	4	<input type="checkbox"/>
153	NC	000000000128	PROPOSE	1234	BLK	L	15.99	1	3	<input type="checkbox"/>

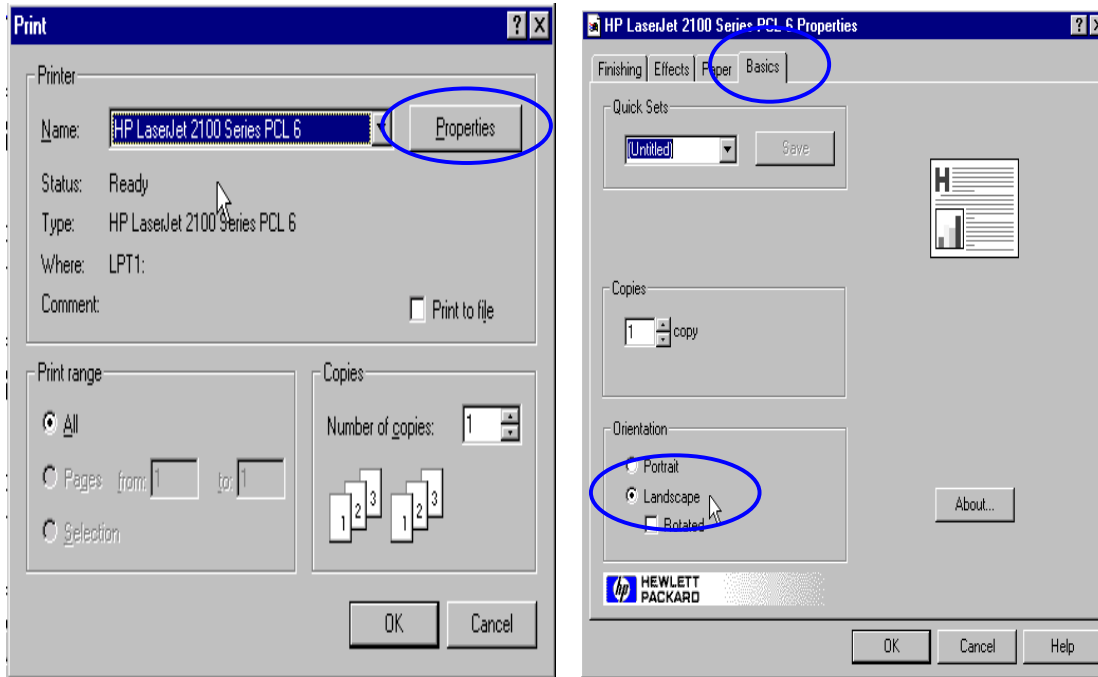
Total Label: 23

Select All Deselect All Print Ticket Preview Print Close

3. Label Sheet
 - Make sure you know how to feed label papers to printer
 - For HP Laser Printer Paper (Landscape, 4 X 6 sheets)
 - Face Up, Bottom First, Feed to Upper Tray

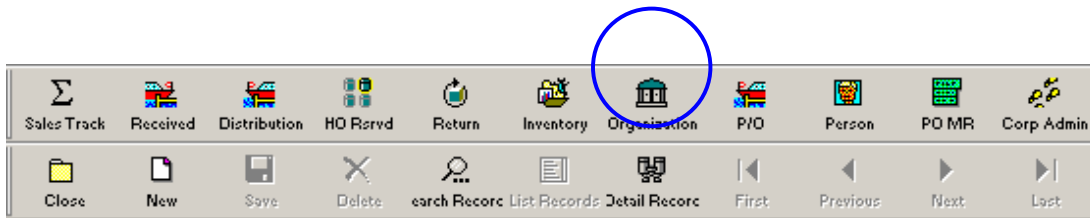


4. Print Properties → Basics → Landscape



5. Organization

1. **Start Window:** Click 'Organization'



New Organization

- Click 'New' to create a New Organization
- Enter Organization name
- Choose Organization type
- Tax ID, Term Code, and Internet information are **optional**
- Click 'OK' to save

Address, Phone Number and Contact Information are Optional too.

- If desired enter address, phone number, and contact information
 - Move between address, phone number, and contact information by using the tab key
 - After entering an address, phone number, or contact, **click 'Add'**
 - You can enter **multiple** addresses, phone numbers, and contact information
 - Click 'OK' to save

1. Store

- 1-1. Register a new Store → Should be done by the System manager. The information below must be entered:

- Org (Store) Name
- Org Type
- Managing Org

Close New Save Delete Search Record List Records Detail Record First Previous Next Last

POSit Organization

Organization Search Organization Detail

Org Name: Store2 Org Type: Store

Tax ID: - Term Code: Rin Number:

Managing Org: Head Office Is Active?

created by/date: HAN / 01/01/2000

updated by/date: HAN / 01/01/2000

Internet Information

Website: Email:

Address Phone Nbr Contact Store Detail

Distribution Priority: A Sales Tax Rate(%): 7.75

Sales Price Rate: 1.70 (Rate / Mark Up %)

Description:

Maroon color
→ Double Click

1-2. Store Name

- Org Name: Full Name that will appear on the receipt header
- Store Name: Abbreviated store name

1-3. Store Details

- Priority: Distribution rate for merchandise: A,B,C,D,E & N
- Sale Price Rate : 1.5, 1.6, 1.7 ...
- Tax Rate: Sales Tax Rate (Example: %7.75)
Maroon color → Double Click → Tax window

1-4. Store Address

- Address1: Address that will appear on the receipt header
- Address2

Managing Org: Head Office Is Active?

Internet Information: Website: Email:

updated by/date: HAN / 01/01/2000

Address Phone Nbr Contact Store Details

Addr Type: Address1

Address: 123 Store2 St Block A-101

City: Store2 City State: California Zip Code: 90001-

Created By/Date: HAN / 01/01/2000 Updated By/Date: HAN / 01/01/2000

1-5. Store Phone

- Phone1: Phone number that will appear on the receipt header
- Phone2
- Fax

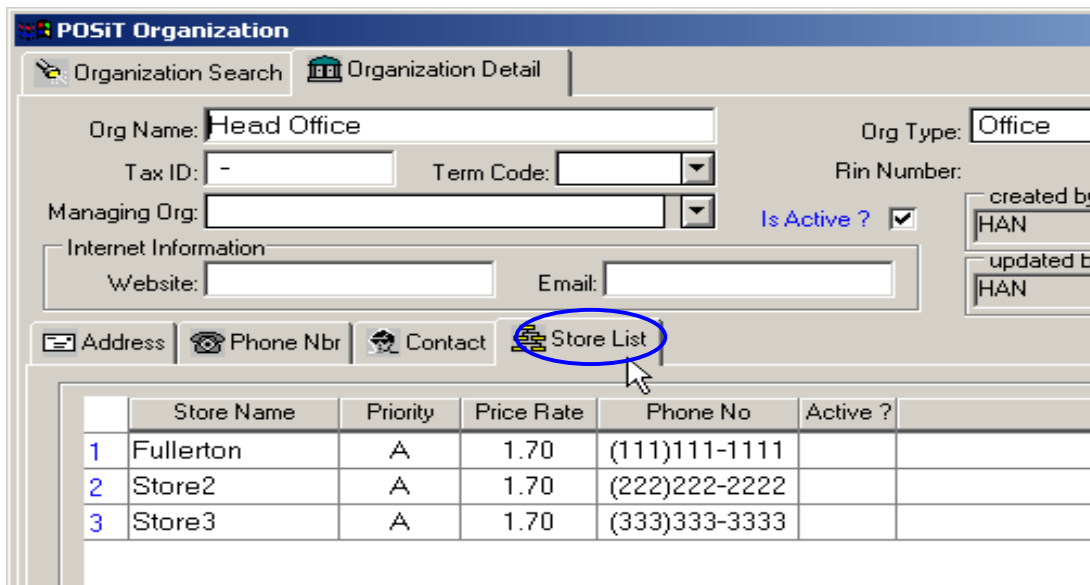
Website: Email:

Address Phone Nbr Contact Store Details

Phone Type	Phone Number	Updated By	Update
Phone1	(222)222-2222	HAN	01/01/2000
Fax			
Phone1			
Phone2			

2. Head Office

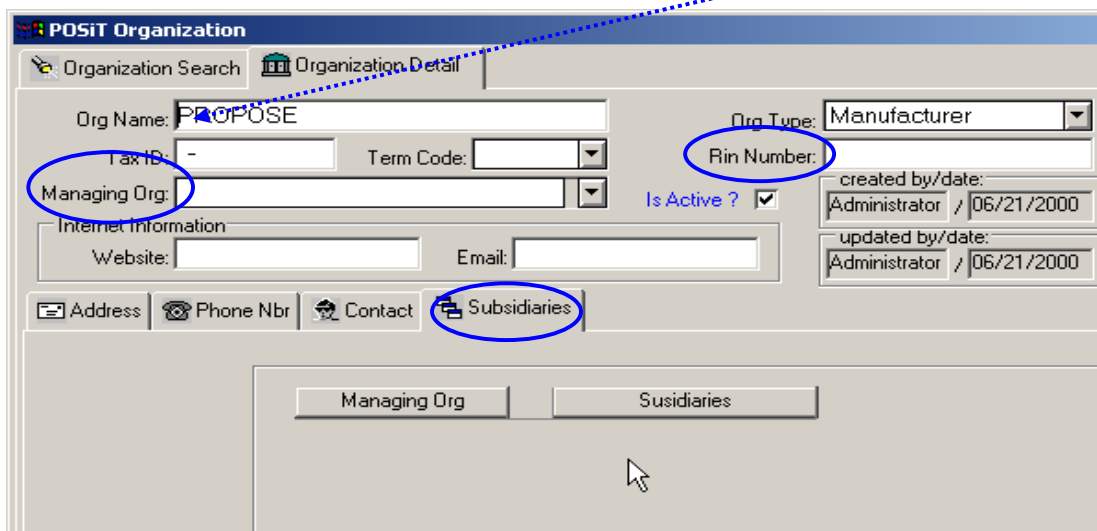
2-1. Store List: When registering stores, set Head Office as the Managing Org to see the entire store list.



3. Manufacturer

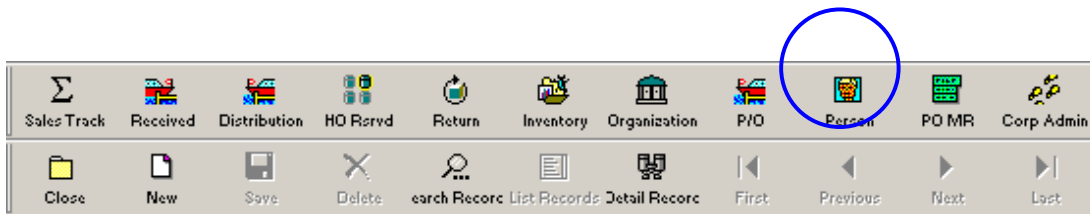
3-1. RIN Number: Another way to search for a Manufacturer

3-2. Subsidiaries List: If the Manufacturer has sub-manufacturers, you can see the entire list by using Managing Org.



6. Person

1. **Start Window:** Click 'Person'



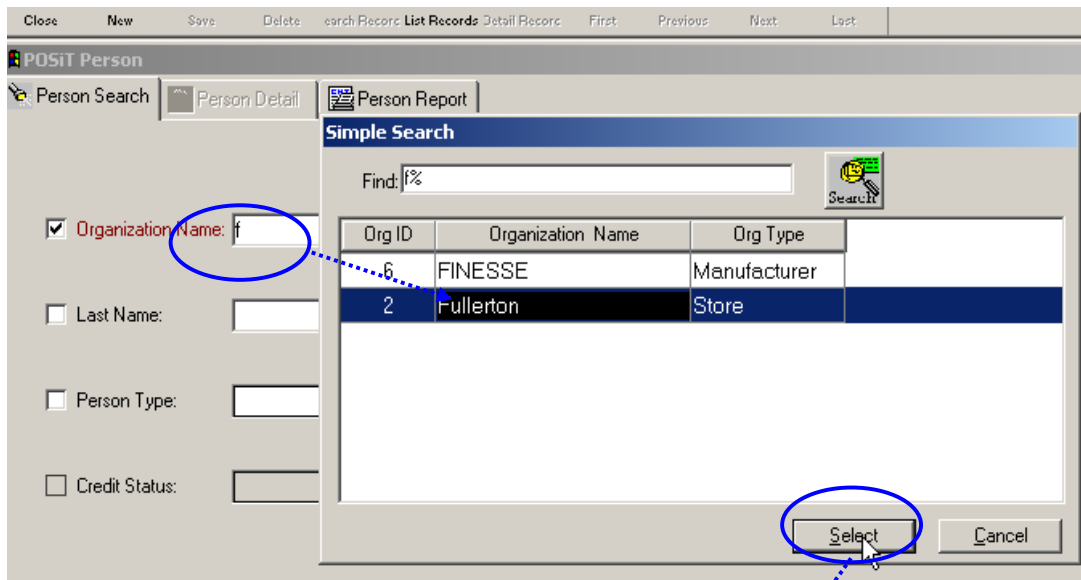
2-1. Search: Search with filtering under the following categories

Organization Name
 Last Name
 Person Type: Employee, Customer ...etc
 Credit Status

2-2. Example of filtering:

Search for people who work for an organization which starts with 'F'

- Enter 'F' in the Org name
- Double-click Maroon color
- Simple Search window is browsed
- Choose Organization and click 'Select'



→ Organization name is stored into Org Name



2-3. List : Click 'List Records'

Person Name	Gender	Person Type	Credit Status	Org Name
Casher, Default	Female	Employee		Fullerton
CIELO, Emp	Female	Employee		Fullerton
Customer, Default	Female	Customer	Normal	Fullerton

→ Every person who works for Fullerton will be listed
 2-4. **Detail:** Displays the detailed information for that person
 Select a person and Double-Click

Organization: Fullerton Org Type: Store

First Name: Default Middle Initial: Created By/Date: HAN / 01/01/2000

Last Name: Customer Updated By/Date: HAN / 01/01/2000

Person Type: Customer Male: Female: Is Active?

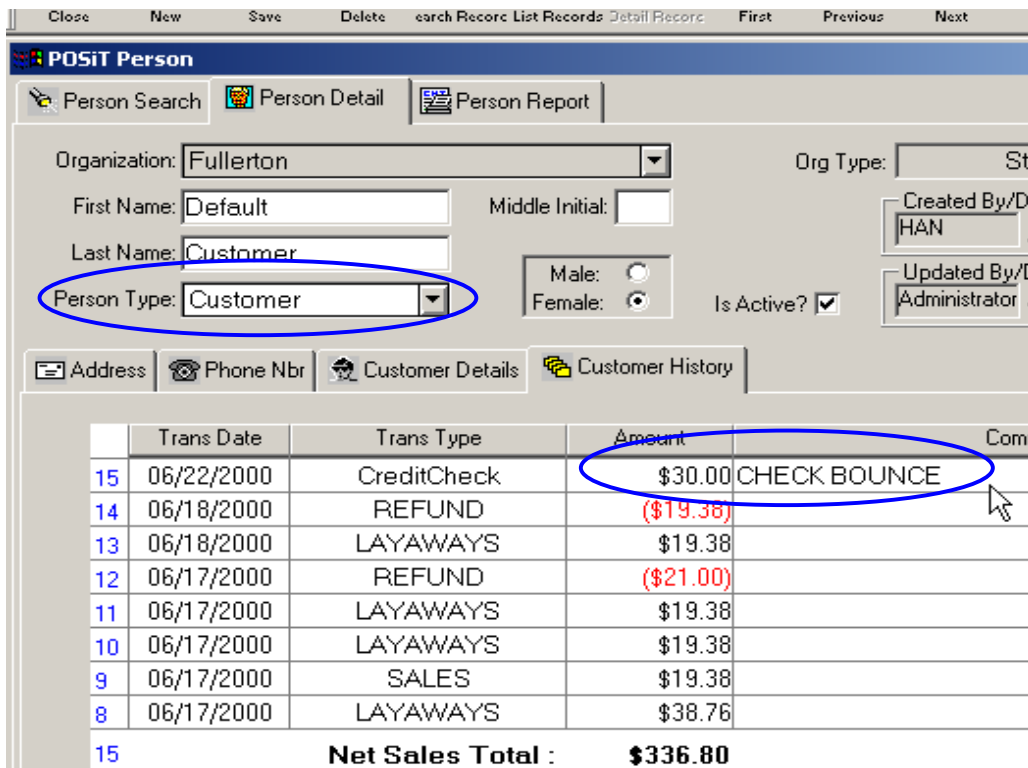
	Trans Date	Trans Type	Amount	Comments
14	06/18/2000	REFUND	(\$19.38)	
13	06/18/2000	LAYAWAYS	\$19.38	
12	06/17/2000	REFUND	(\$21.00)	
11	06/17/2000	LAYAWAYS	\$19.38	
10	06/17/2000	LAYAWAYS	\$19.38	
9	06/17/2000	SALES	\$19.38	
8	06/17/2000	LAYAWAYS	\$38.76	
7	06/17/2000	LAYAWAYS	\$19.38	
14	Net Sales Total :		\$336.80	

3. Customer

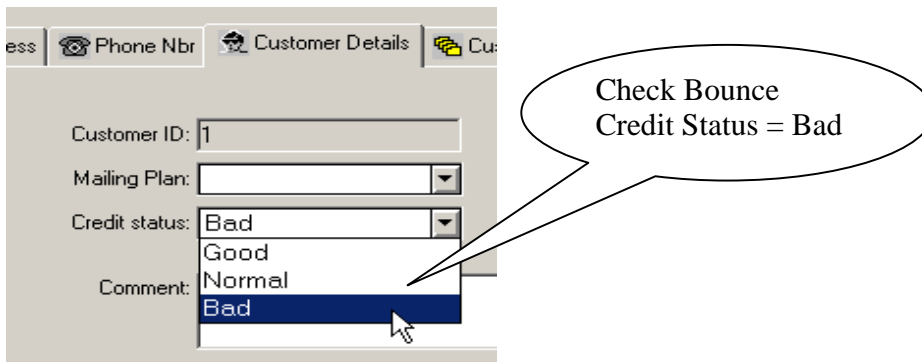
3-1. Customer History

Example:

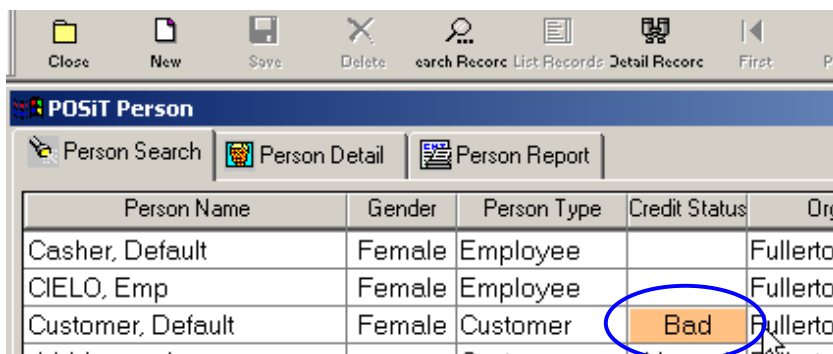
Records bounced checks history for the customer (By clicking 'Add' and inputting that information)



3-2. Customer Details: If the customer has bounced a check, select 'Bad' for Credit Status



3-3. This customer's color is RED in the list, and all stores can see this history



3-4. Save the Date of birth or Wedding date in the Customer details
 3-5. Driver's License number can also be saved

POSit Person

Person Search | Person Detail | Person Report

Organization: Fullerton Org Type: Store

First Name: Default Middle Initial:

Last Name: Customer

Person Type: Customer Male: Female: Is Active?

Created By/Date: HAN / 01/01

Updated By/Date: HAN / 01/01

Address | Phone Nbr | Customer Details | Customer History

Customer ID: 1 Month: Day: Year:

Mailing Plan:

Birth: 5

Credit status: Normal

Wed:

Comment:

4. Employee

Employees are also registered as a customer

Required Information to register as an employee

- Data for Cash Register Log On
- Data for work-hours

4-1. Employee Details: Set User ID and Password Necessary for Cash Register Log On

Close New Save Delete Search Record List Records Detail Record First Previous Next Last

POSit Person

Person Search | Person Detail | Person Report

Organization: Fullerton Org Type: Store

First Name: Default Middle Initial:

Last Name: Cashier

Person Type: Employee Male: Female: Is Active?

Created By/Date: HAN / 01/01/2000

Updated By/Date: Administrator / 05/25/2000

Address | Phone Nbr | Employee Details | Employee History

User ID: Cashier1 (used at Cash Register Log On)

Password: ***** (at least 5 alpha-numeric letters)

SS#: -- Birth Date: 00/00/0000 W4 On File ? : I9 On File ? :

Comment:

Person Type: If this is changed from Employee to a different type, the application assumes the employee quit the job.

- 4-2. Employee History: Set Job title, Begin date, and Pay rate
 → Calculate the salary based on the Time Card records

The screenshot displays the 'POSIT Person' application interface. The 'Employee History' tab is active. The form includes the following fields and annotations:

- Organization:** Fullerton
- Org Type:** Store
- First Name:** Default
- Middle Initial:** (empty)
- Last Name:** Cashier
- Person Type:** Employee
- Male:**
- Female:**
- Is Active?:**
- Created By/Date:** HAN / 01/01/2000
- Updated By/Date:** Administrator / 05/25/2000
- Job Title:** A dropdown menu is open, showing options: Cashier, Clerk, Designer, W/H Worker, and Temporary. A callout bubble points to this dropdown with the text "Select the Job title and Begin date".
- Begin Date:** (empty)
- End Date:** (empty)
- Pay Rate:** 6.00. A callout bubble points to this field with the text "Enter Hourly Pay Rate".

<For Pay Rate>

Head Office: Can see the entire employee's data
 Store: Manager can see their Store employees

- 4-3. Store's Computer usage

→ Cash register records work-hours in Time card

- 4-4. Report for employee

4-4-1. Daily Payroll Report:
 → Person Report Tab

→ Enter
 → Select Employee Name
 → Click 'Search'

→ Select Employee name
 → Enter
 → Password
 → Enter
 → Select either 'Check In' or 'Check out'
 → Enter

POSIT Person

Person Search Person Detail Pers

Reprot Search

Report Name: Payroll Daily Report

Store Name: [Dropdown]

Employee Name: [Dropdown]

Date: [Dropdown] [Text]

OK (check-out editable within 24 hours)

Store	Name	Job Title	Check In	Check Out	ClockHours	WorkHours	Rate/H	Amount
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$6.00	\$18.00
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$7.00	\$21.00
Fullertor	Test Emp	Cashier	06/17/00 22:58	06/17/00 23:59	1.02	4.00	\$6.00	\$24.00
Store2	Default Mana	Cashier	06/12/00 05:02	06/12/00 10:02	5.00	5.00	\$6.00	\$30.00
Fullertor	Default Casha	Cashier	06/12/00 05:01	06/12/00 11:13	6.20	6.20	\$6.00	\$37.20
Fullertor	Test Emp	Cashier	06/12/00 04:58	06/12/00 07:58	3.00	3.00	\$6.00	\$18.00
Total:					21.22	24.20		\$148.20

- If an employee ends a shift without checking out, he/she can edit the time later within 24 hours.
 → Work hours will change however the Clock hours will not be changed

Employee Name: [Dropdown]

Date: [Dropdown] [Text]

OK (check-out editable within 24 hours)

Store	Name	Job Title	Check In	Check Out	ClockHours	WorkHours	Rate/H	Amount
Fullertor	Default Manager	Manager	06/22/00 01:57			8	\$10.00	
Fullertor	Default Casher	Cashier	06/22/00 01:57				\$6.00	
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$6.00	\$18.00
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$7.00	\$21.00

Available to edit

After editing the time, below is what the screen will look like below:

Date: [Dropdown] [Text]

OK (check-out editable within 24 hours)

Store	Name	Job Title	Check In	Check Out	ClockHours	WorkHours	Rate/H	Amount
Fullertor	Default Manager	Manager	06/22/00 01:57	06/22/00 09:57	8.00	8.00	\$10.00	\$80.00
Fullertor	Default Casher	Cashier	06/22/00 01:57				\$6.00	
Fullertor	Test Emp	Cashier	06/18/00 00:50	06/18/00 03:50	3.00	3.00	\$6.00	\$18.00

4-4-2. Payroll Summary:

- Select Report Name
- Click 'Search'

Store	Employee	Job Title	Rate	Pay Amt	06/12	06/17	06/18	Hours
Fullerton	Default Cashier	Cashier	6.00	\$37.20	6.2			6.2
	Test Emp	Cashier	6.00	\$60.00	3.0	4.0	3.0	10.0
			7.00	\$21.00			3.0	3.0
Store2	Default Manager	Cashier	6.00	\$30.00	5.0			5.0
Total				\$148.20	14.2	4.0	6.0	24.2

Click 'Preview' to print

Employee	Work Hours	Rate/H	Pay Amount	Period
Fullerton				
Default Cashier	6.2	\$6.00	\$37.20	06/12 ~ 06/12
Test Emp	10.0	\$6.00	\$60.00	06/12 ~ 06/18
Test Emp	3.0	\$7.00	\$21.00	06/18 ~ 06/18
Store Total:	19.2		\$118.20	
Store2				
Default Manager	5.0	\$6.00	\$30.00	06/12 ~ 06/12
Store Total:	5.0		\$30.00	
TOTAL:	24.2		\$148.20	

7. Pricing

Main function is to change pricing for the Items already entered in the system

A. Start Window: Click 'Pricing'

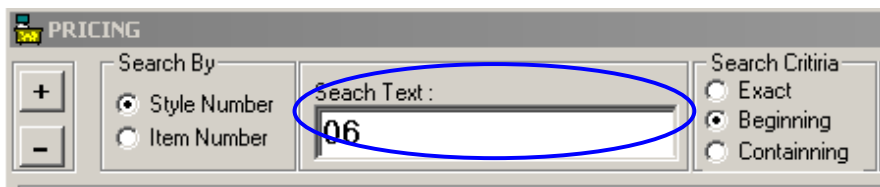
B. Search

You can search for an item using any of the following categories:

- Style Number,

- Style Description
- SKU
- Item Number

Enter the required information in the Search Text

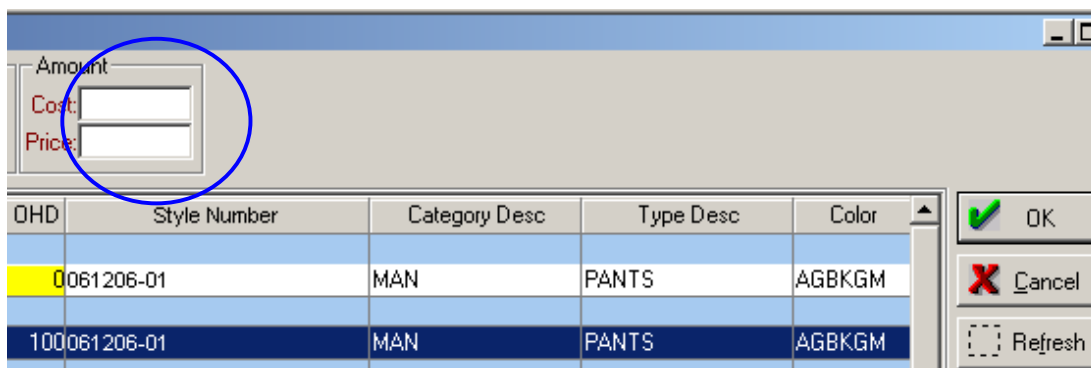


The following information will be generated

	Store	Manufacturer	Item Id	Item Code	Description	Cost	Price	Qty OHD	Style Number
	Main Store	Location ID : 1							
<input checked="" type="checkbox"/>	Main Store	TEST-M	2121	0900051004002011	9-061206-01-PANTS-AGBKGM-44	1.99	0	0	061206-01
	Store-Server	Location ID : 3							
<input checked="" type="checkbox"/>	Store-Server	TEST-M	2121	0900051004002011	9-061206-01-PANTS-AGBKGM-44	1.99	2.99	100	061206-01
	Main Store	Location ID : 1							
<input type="checkbox"/>	Main Store	TEST-M	2122	0900051004002012	9-061206-01-PANTS-AGBKGM-55	1.99	0	0	061206-01
	Store-Server	Location ID : 3							
<input type="checkbox"/>	Store-Server	TEST-M	2122	0900051004002012	9-061206-01-PANTS-AGBKGM-55	1.99	2.99	200	061206-01
	Main Store	Location ID : 1							
<input type="checkbox"/>	Main Store	TEST-M	2123	0900051004002013	9-061206-01-PANTS-AGBKGM-66	1.99	0	0	061206-01

C. Adjusting Cost and Sales Price

- Using the mouse click on the item that you want to adjust. Change the cost and sales price and press 'OK'
- Message will say "Either Amount of cost or Price is not entered. Do you want to process it?", click 'Yes'
- Updated successfully, click 'OK', values will not change immediately but the new changes will stored into the system.
- Click 'Refresh' to view the new values



8. Inventory

A. Start Window: Click 'Inventory'



Menu Buttons

B. Search

- 1) Enter Search Queries
 - 2) Click 'List Records' or press 'Enter' to see the search results
- Searching without Search queries will browse the whole inventory list*

Store	Manufacturer	Style No	Name	Product ID	Qty	S.Prc	Cost	Season	Updated By	Updated Date
Main Office	Callaway	123456	123456-3 PCS SE-BLK-S	493	10	10.00	10.00		Bo Ahn	05/19/2003
Main Office	Callaway	123456	123456-3 PCS SE-BLK-M	498	20	10.00	10.00		Bo Ahn	05/19/2003
Main Office	Callaway	123456	123456-3 PCS SE-BLK-L	497	10	10.00	10.00		Bo Ahn	05/19/2003
Main Office	CALLAWAY	cal8899	cal8899-BLOUSE-BLK-S	496	0		12.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal8899	cal8899-BLOUSE-BLK-M	495	0		12.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal8899	cal8899-BLOUSE-BLK-L	494	0		12.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal0900	-DENIM SK-BRN-S	493	0		10.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal0900	-DENIM SK-BRN-M	492	0		10.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal0900	-DENIM SK-BRN-L	491	0		10.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal0900	-DENIM SK-BRO-S	490	0		10.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal0900	-DENIM SK-BRO-M	489	0		10.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal0900	-DENIM SK-BRO-L	488	0		10.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal0900	-DENIM SK-BLUE-S	487	0		10.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal0900	-DENIM SK-BLUE-M	486	0		10.00		Administratc	05/15/2003
Main Office	CALLAWAY	cal0900	-DENIM SK-BLUE-L	485	0		10.00		Administratc	05/15/2003
Main Office	MAXFLI	mkI0009	MAXFL-DENIM LO-BLUE	484	0		13.00		Administratc	05/14/2003
Main Office	MAXFLI	mkI0009	MAXFL-DENIM LO-BLUE	483	0		13.00		Administratc	05/14/2003
Main Office	MAXFLI	mkI0009	MAXFL-DENIM LO-BLUE	482	0		13.00		Administratc	05/14/2003
Main Office	Mextli	mkI0099	mkI0099-COAT-ALL-S	478	125		14.00	FALL	Administratc	05/14/2003
Main Office	Mextli	mkI0099	mkI0099-COAT-ALL-M	477	125		14.00	FALL	Administratc	05/14/2003
Main Office	Mextli	mkI0099	mkI0099-COAT-ALL-L	476	125		14.00	FALL	Administratc	05/14/2003
Main Office	PINNACLE	6565	PINNA-DENIM SK-ALL-S	128	223	5.00	12.00	FALL	Administratc	05/14/2003
Main Office	PINNACLE	6565	PINNA-DENIM SK-ALL-M	127	123	5.00	12.00	FALL	Administratc	05/14/2003
Main Office	PINNACLE	6565	PINNA-DENIM SK-ALL-L	126	223	5.00	12.00	FALL	Administratc	05/14/2003
Main Office	jae corp	JJ1234567890JJJJ	JJJ1234567890JJ-BLOUS	454	120		1.00		Administratc	05/13/2003
Total							7,503,153,626.00	03,480.00		

Search Results

C. Detail

Select an item and click 'Detail' tab or double-click the item to see the detailed information of the item.

POSIT Inventory Master

Search **Detail** Sales Report Analysis Sale (DC %) Physical Count

Name: 123456-3 PCS SE-BLK-S Item Code: 648552

Category: Clothes Type: 3 PCS SET Item Uom: Each

Qty On Hand: 10 Qty On Order: 0 Updated By/Date: Bo Ahn / 05/19/2003

Back Order Qty: 0 Qty On Reserve: 0

Inventory More Detail Vendor List Final Product

Location: Item Bin: Location: Main Office Alias: Item Alias: Short Name:

Cost: Current Cost: \$10.00 Last Cost: Avg. Cost: Std Cost: Currency Code: US Dollar

More Details: Order Lead Time: (days) Replaceable Item: UPC Code: 14

Detail Window

D. Sales Report(Daily Report)

- Daily sales reports show entire sales history in detail or summary.
- This report can be sorted by store, cashier, and date.
- By Receipt → Sale, Return, Layaway, Gift Certificate,...etc
- By Payment → Cash, Check, Visa, ...etc

A) Search Reports

1) Report Name

- Daily Sales Lists
- Daily Sales Summary
- Daily Sales Detail List (by Receipt)
- Daily Sales Detail Summary (by Receipt)
- Daily Sales Detail List (by Payment)
- Daily Sales Detail Summary (by Payment)

2) Store Name

3) Cashier Name

4) Cash Register Date

5) Salesman Name

B) Preview



Click 'Preview' to see the report.

E. Inventory Analysis

- Inventory Analysis reports show information that aids store management.

- This report can be sorted by Manufacturer, Style number and Date.

A) Search Reports

1) Report Name

- Purchase Requirement
- Inventory Analysis
- Inventory Summary

2) Manufacturer

3) Style Number

4) Report Date

5) Received Date

B) Preview



Click 'Preview' to see the report.

F. Sales (DC %)

A) Sales Item Search

1) Report Name

- Item Search
- Sale Item list

2) Store Name

3) Manufacturer

4) Style Number

5) Received Date

B) Preview



Click 'Preview' to see the report..

G. Physical Count

9. Inventory Adjustment

A. Start Window: Click 'INV Adj'



D. Search

- Click on 'List Records' to list all Inventory
- You can also search for Inventory under the following categories
 1. Store Name

2. Manufacturer
3. Style Number
4. Updated date
5. Product ID

Input information for any of the above categories and press 'Enter'.



E. Adjust Inventory

- Double Click on the item you want to adjust.

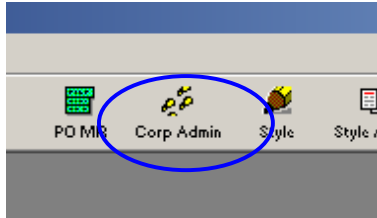
Location Id	Item ID	Style Number	Style Description	Color	Size	Qty On Hand	Updated By	Updated Date
Main Office	1782	060502-01		AGBKGM	1	5	EAST SKY	06/17/06 12:5
Main Office	706	060502-01		AGBKGM	1	105	EAST SKY	06/17/06 12:5
Main Office	707	060502-01		AGBKGM	11	105	EAST SKY	06/17/06 12:5
Main Office	1783	060502-01		AGBKGM	11	5	EAST SKY	06/17/06 12:5
Main Office	1785	060502-01		AGBKGM	12	5	EAST SKY	06/17/06 12:5
Main Office	709	060502-01		AGBKGM	12	105	EAST SKY	06/17/06 12:5

- change the value for 'Qty On Hand' to adjust Inventory and press 'OK'

Size	Qty On Hand	Updated By	Updated Date
1	105.0000	EAST SKY	06/17/06 12:5
1	5	EAST SKY	06/17/06 12:5
11	5	EAST SKY	06/17/06 12:5
11	105	EAST SKY	06/17/06 12:5
12	105	EAST SKY	06/17/06 12:5

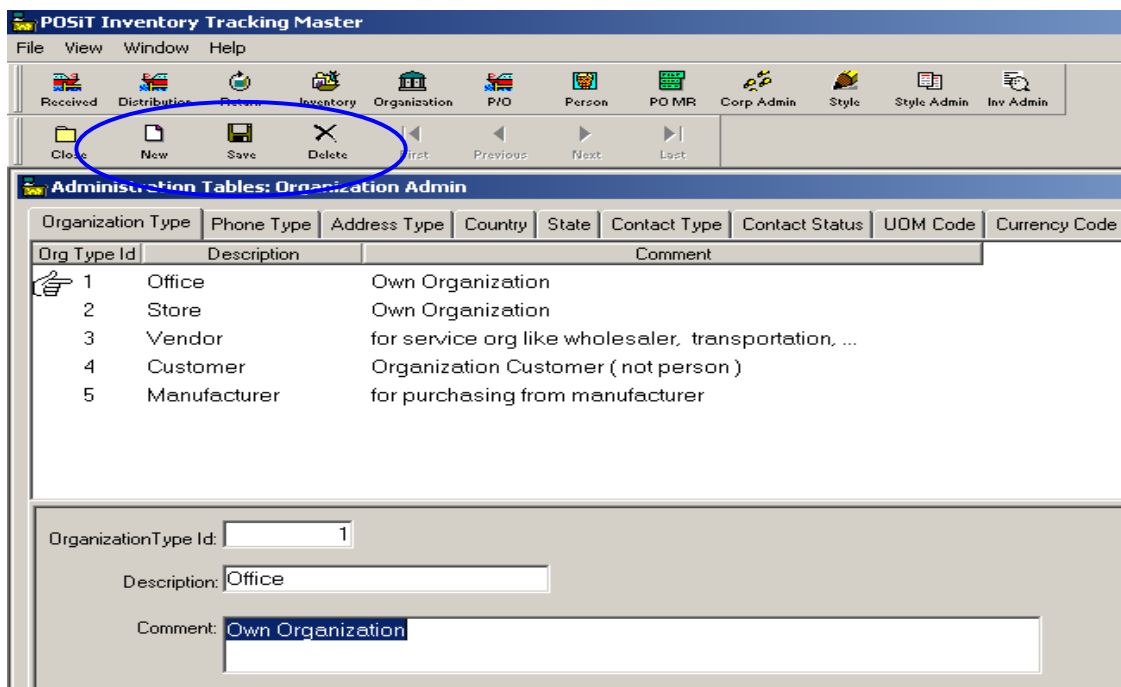
10. Corp Admin

1. **Start Window:** Click 'Corp Admin'



2. Organization Type:

- Shows all organization types
- Edits an existing organization type
- Creates a new organization type
- Deletes an existing organization type



- Create a new organization type
 - Click 'New'
 - Enter Organization type, Description, Comment in the text box at the bottom
 - Click 'Save'
- Edit an existing organization type
 - Select the organization type using the mouse
 - Edit Organization type, Description, Comment in the text box at the bottom
 - Click 'Save'
- Delete an existing organization type
 - Select the organization type using the mouse
 - Click 'Delete'

3. Phone Type:

- Shows all Phone types

- Edits an existing Phone type
- Creates a new Phone type
- Deletes an existing Phone type

POSIT Inventory Tracking Master

File View Window Help

Received Distribution Return Inventory Organization P/O Person PO MR Corp Admin Style Style Admin Inv Admin

Close New Save Delete First Previous Next Last

Administration Tables: Organization Admin

Organization Type	Phone Type	Address Type	Country	State	Contact Type	Contact Status	UOM Code	Currency Code
Phone Type ID	Phone Type Name	Comment						
1	Primary Phone	Primary Phone Number for Organization						
2	Secondary Phone	Secondary Phone Number for Organization						
3	Primary Fax	Fax Number for Organization						
4	Personal Phone	Phone Number for Person						
5	Personal Fax	Fax Number for Person						

Phone Type Id:

Phone Type Name:

Comment:

- Create a new phone type
 - Click 'New'
 - Enter phone type id, phone type name, Comment in the text box at the bottom
 - Click 'Save'
- Edit an existing phone type
 - Select the phone type using the mouse
 - Enter phone type id, phone type name, Comment in the text box at the bottom
 - Click 'Save'
- Delete an existing phone type
 - Select the phone type using the mouse
 - Click 'Delete'

4. Address Type:

- Shows all address type
- Edits an existing address type
- Creates a new address type
- Deletes an existing address type

5. Country:

- Shows all countries
- Edits an existing country
- Creates a new country
- Deletes an existing country

6. **State:**

- Shows all states
- Edits an existing state
- Creates a new state
- Deletes an existing state

7. **Contact Type:**

- Shows all contact types
- Edits an existing contact type
- Creates a new contact type
- Deletes an existing contact type

8. **Contact Status:**

- Shows all contact status
- Edits an existing contact status
- Creates a new contact status
- Deletes an existing contact status

9. **UOM Code:** Unit of measurement

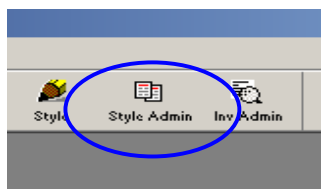
- Shows all UOM codes
- Edits an existing UOM code
- Creates a new UOM code
- Deletes an existing UOM code

10. **Country Code:**

- Shows all country codes
- Edits an existing country code
- Creates a new country code
- Deletes an existing country code

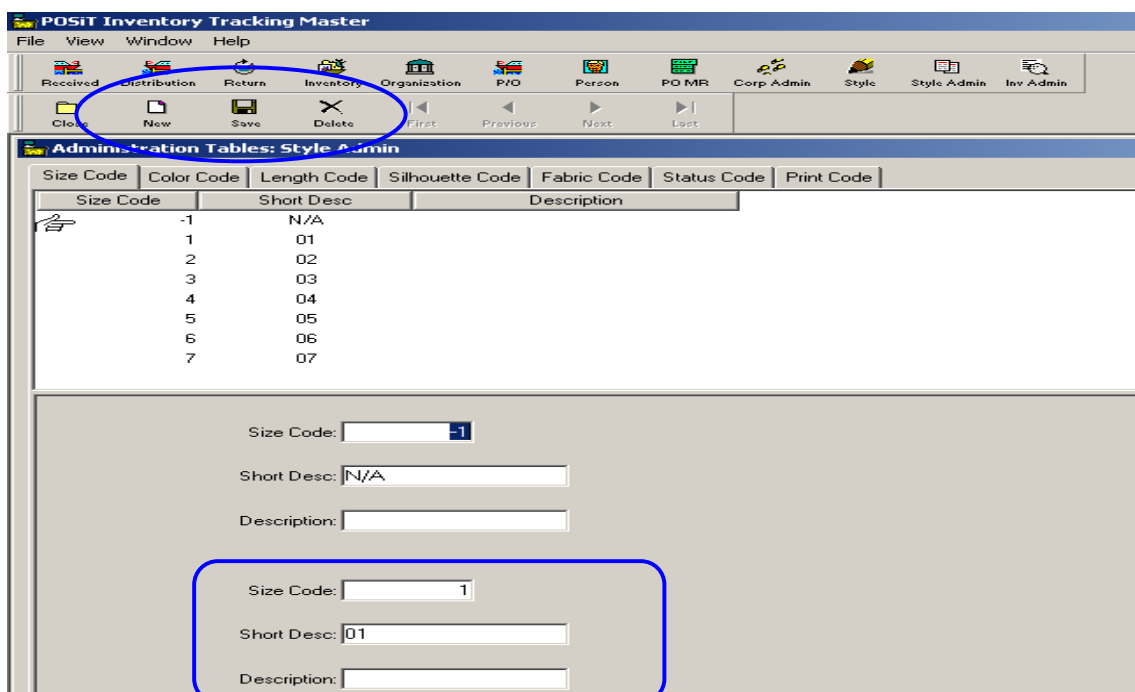
11. Style Admin

1. **Start Window:** Click 'Style Admin'



2. Size Code:

- Shows all size code
- Edits an existing size code
- Creates a new size code
- Deletes an existing size code



a. Create a new size code

- Click 'New'
- Enter size code, short desc, and description in the text box at the bottom
- Click 'Save'

b. Edit an existing size code

- Select the size code using the mouse
- Edit code, short desc, and description if required in the text box at the bottom
- Click 'Save'

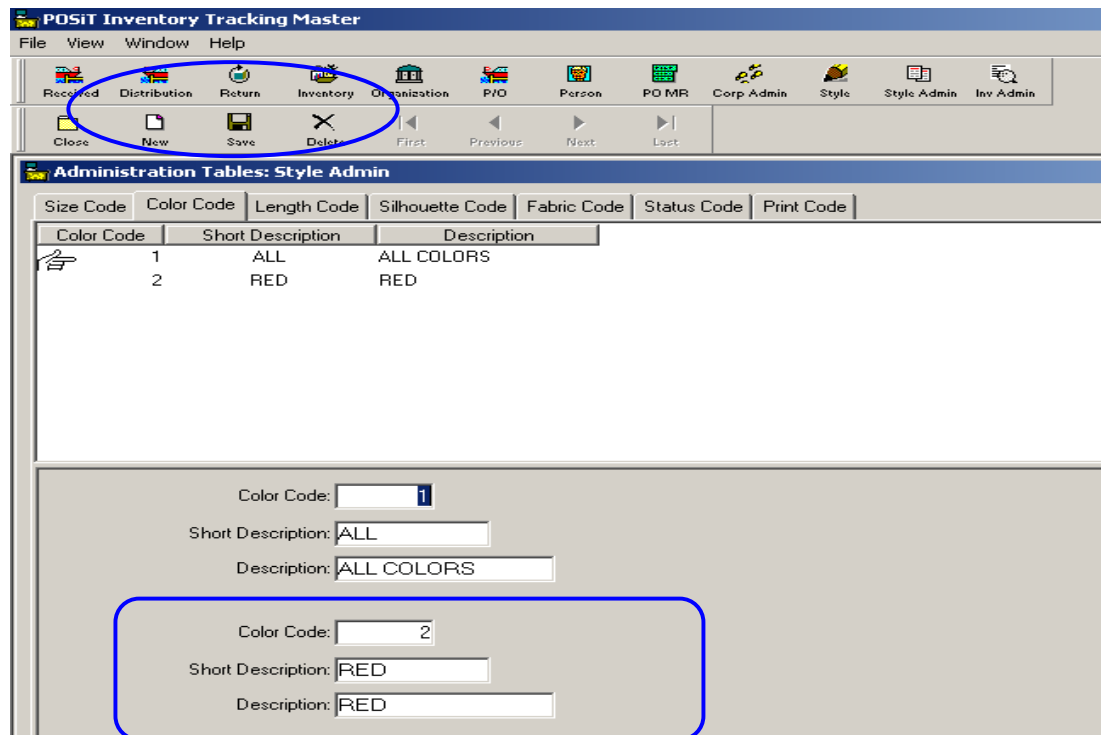
c. Delete an existing size code

- Select the size code using the mouse
- Click 'Delete'

3. Color Code:

- Shows all color code
- Edits an existing color code
- Creates a new color code

- Deletes an existing color code



- Create a new color code
 - Click 'New'
 - Enter color code, short description, and description in the text box at the bottom
 - Click 'Save'
- Edit an existing color code
 - Select the or size code using the mouse
 - Edit color code, short description, and description if required in the text box at the bottom
 - Click 'Save'
- Delete an existing color code
 - Select the color code using the mouse
 - Click 'Delete'

4. Length Code:

- Shows all length code
- Edits an existing length code
- Creates a new length code
- Deletes an existing length code

5. Fabric Code:

- Shows all fabric code
- Edits an existing fabric code
- Creates a new fabric code
- Deletes an existing fabric code

6. **Season Code:**

- Shows all silhouette code
- Edits an existing silhouette code
- Creates a new silhouette code
- Deletes an existing silhouette code

7. **Status Code:**

- Shows all status code
- Edits an existing status code
- Creates a new status code
- Deletes an existing status code

8. **Print Code:**

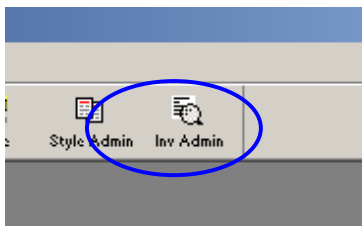
- Shows all print code
- Edits an existing print code
- Creates a new print code
- Deletes an existing print code

9. **Theme Code:**

- Shows all theme code
- Edits an existing theme code
- Creates a new theme code
- Deletes an existing theme code

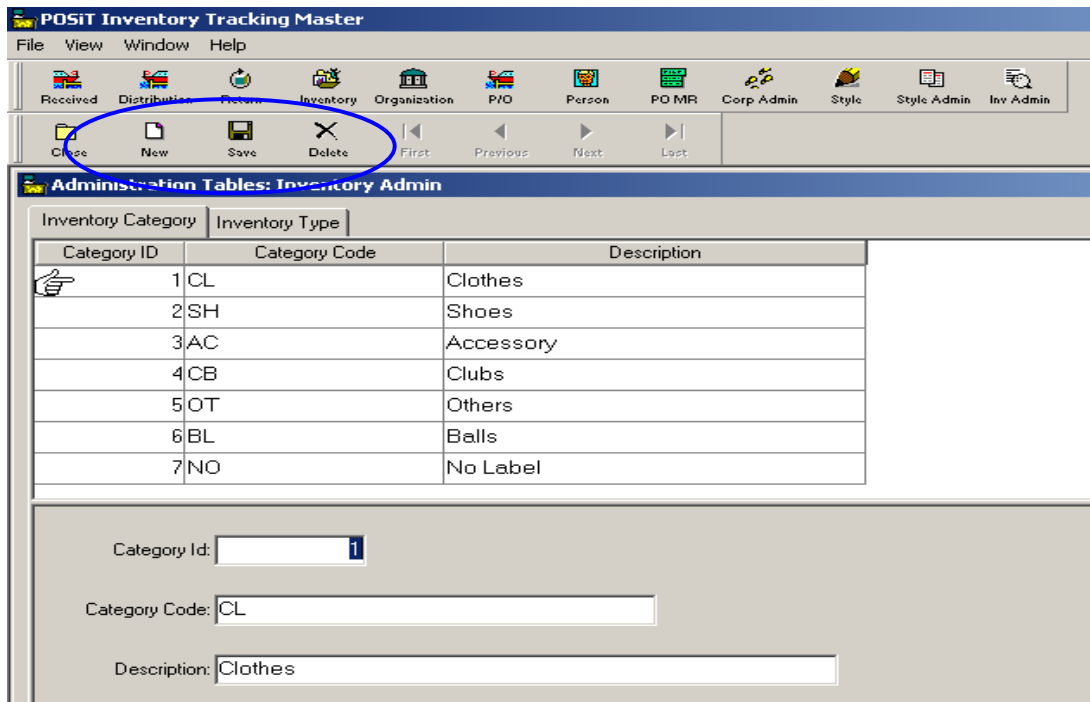
12. **Inventory Admin**

1. **Start Window:** Click 'Inv Admin'



2. **Inventory Category:**

- Shows all Inventory categories
- Edits an existing Inventory category
- Creates a new Inventory category
- Deletes an existing inventory category



a. Create a new inventory category

- Click 'New'
- Enter Category ID, Category Code, and Description in the text box at the bottom
- Click 'Save'

b. Edit an existing inventory category

- Select the Inventory category using the mouse
- Edit Category ID, Category Code, and Description in the text box at the bottom
- Click 'Save'

c. Delete an existing inventory category

- Select the Inventory category using the mouse
- Click 'Delete'

3. Inventory Type:

- Lists all Inventory types
- Edits an existing inventory type
- Creates a new inventory type
- Deletes an existing inventory type

POSit Inventory Tracking Master

File View Window Help

Received Distribution Return Inventory Organization P/O Person PO MR Corp Admin Style Style Admin Inv Admin

Close New Save Delete First Previous Next Last

Administration Tables: Inventory Admin

Inventory Category Inventory Type

Type Id	Category Id	Type Code	Description
1	Clothes	2 PCS SET	2 PCS SET
2	Clothes	3 PCS SET	3 PCS SET
3	Clothes	BLOUSE	BLOUSE
4	Clothes	DRESS	DRESS
5	Clothes	PARTY DRESS	PARTY DRESS
6	Clothes	SKIRT	SKIRT
7	Clothes	JACKET	JACKET

Type Id:

Category Id:

Type Code:

Description:

- Create a new Inventory type
 - Click 'New'
 - Enter Type ID, Category ID, Type Code, and Description in the text box at the bottom
 - Click 'Save'
- Edit an existing Inventory type
 - Select the Inventory type using the mouse
 - Edit Type ID, Category ID, Type Code, and Description in the text box at the bottom
 - Click 'Save'
- Delete an existing inventory type
 - Select the Inventory type using the mouse
 - Click 'Delete'