

A RETAILER'S BEST FRIEND.



Making an Item Unorderable

Version 8

<https://youtu.be/SPuz41XcJzk>

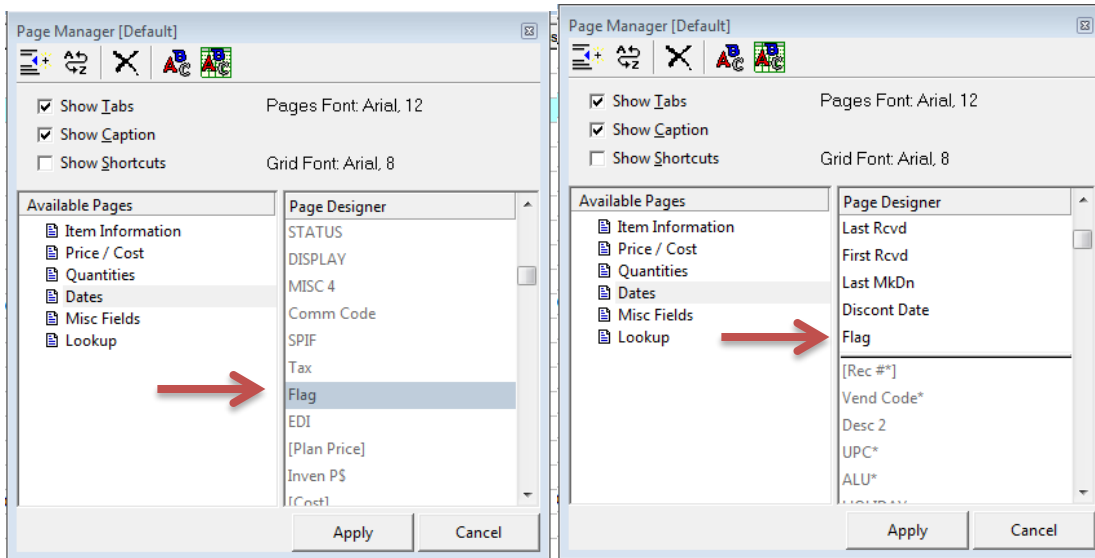
To make an item un-orderable:

1. Navigate to inventory
Merchandise > Inventory > Right Click the column Header > Interface > Page Manager
(Big Hairy Dog Tech support for assistance 916-368-1070)

| Item # | Desc 1 | Attr | Size | Desc 3 | Desc 4 | Kit Item Type | HOL | CTAT | INCP | MISC | Item Date |
|--------|--------------------------|----------|-------|--------|--------|---------------|-----|------|------|------|-----------|
| 8 | SMALL GLASS/METAL VASE | SAGE | | | | | | | | | |
| 9 | LRG GLASS/METAL VASE | | | | | | | | | | |
| 10 | CUFF BRACELET DIAMOND... | | | | | | | | | | |
| 11 | ENGLISH GARDEN HB SWI... | DG-G4E | | | | | | | | | |
| 12 | MODULAR R END COVER | | 32X40 | | | | | | | | |
| 13 | NK RADA OIL ON CANVAS | | | | | | | | | | |
| 14 | SM GLASS STOPPER VASE | | SMALL | | | | | | | | 1/7/2019 |
| 15 | MILK SOAP | MILK | 250G | | | | | | | | 9/25/2011 |
| 16 | LAVENDER SOAP | LAVEN... | 250G | | | | | | | | 9/25/2011 |
| 17 | POT FTN W/ SLITS | BROWN | | | | | | | | | |
| 18 | WHT GARDENIA SOAP | WHT/G... | 250G | | | | | | | | 9/25/2011 |



2. Locate the Flag field and double click it to send it up above the line.

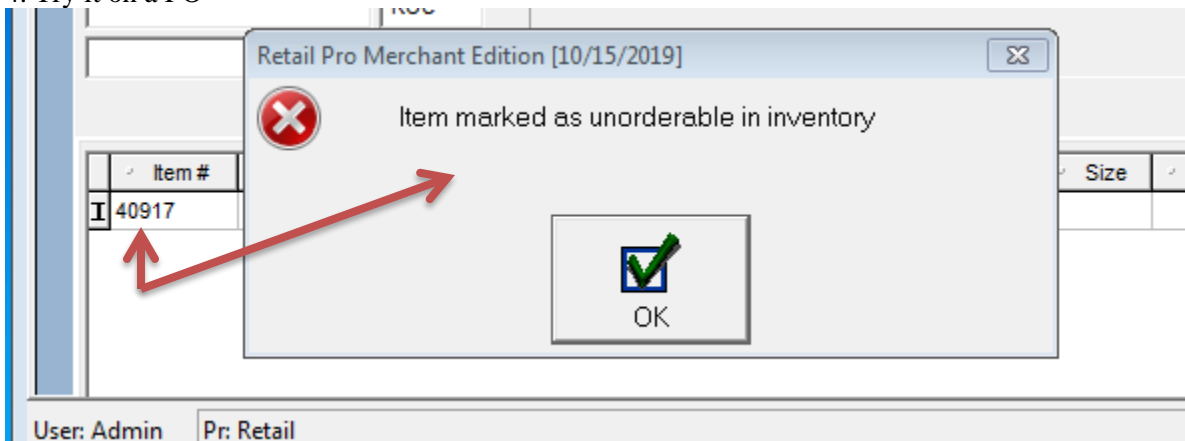


3. Edit the field to “Unorderable”

ch: Inventory [ROC]

| Item # | DCS | Desc 1 | Attr | Last Sold | Size | Last Rcvd | First Rcvd | Last MKDn | Discont Date | Flag |
|--------|-----|-------------------------------|--------|------------|-------|-----------|------------|-----------|--------------|-------------|
| 8 | IA | SMALL GLASS/METAL VASE | SAGE | 2/28/2019 | | 1/7/2019 | 1/7/2019 | 4/1/2019 | | Unorderable |
| 9 | IA | LRG GLASS/METAL VASE | | 3/16/2019 | | 1/7/2019 | 1/7/2019 | 4/1/2019 | | Unorderable |
| 10 | BJ | CUFF BRACELET DIAMOND SHAPES | | 12/13/2018 | | 2/23/2018 | 2/23/2018 | 4/1/2019 | | Unorderable |
| 11 | OP | ENGLISH GARDEN HB SWIVEL CLUB | DG-G4E | 9/15/2018 | | 8/9/2018 | 8/9/2018 | 4/1/2019 | | Unorderable |
| 12 | OP | MODULAR R END COVER | | 3/29/2018 | 32X40 | 12/6/2018 | 3/2/2018 | 4/1/2019 | | Unorderable |
| 13 | IA | NK RADA OIL ON CANVAS | | 3/15/2019 | | 1/7/2019 | 1/7/2019 | 4/1/2019 | | Unorderable |
| 14 | IA | SM GLASS STOPPER VASE | | 3/1/2019 | SMALL | 1/7/2019 | 1/7/2019 | 4/1/2019 | | Unorderable |

4. Try it on a PO



5. If you need to order the item in the future, delete the date in the Discontinued Date field.

