

# A RETAILER'S BEST FRIEND.



## Making an Item Unorderable

Version 9

[https://youtu.be/LN2\\_oyQeIHQ](https://youtu.be/LN2_oyQeIHQ)

To make an item un-orderable:

1. Navigate to inventory

Merchandise > Inventory > Form View > Purchasing Tab

(you may need to add the field using the page manager or page designer.

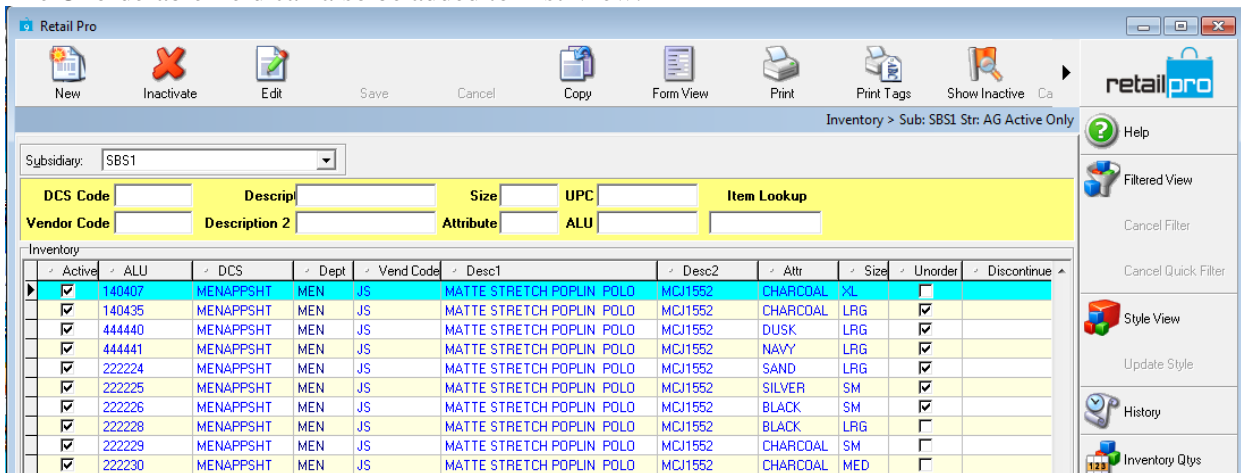
Contact Big Hairy Dog Tech support for assistance 916-368-1070)

The screenshot shows the 'Retail Pro' software interface. The main window displays item details for 'MCI1552' (Size XL, Attribute CHARCOAL). The 'Purchasing' tab is active, and the 'Unorderable' checkbox is checked, indicated by a red arrow. The 'Price/Cost Information' section shows a price of 20.00, and the 'Margins' section shows a margin of 30.20. The 'Pricing' table below shows various price levels and their corresponding prices and quantities.

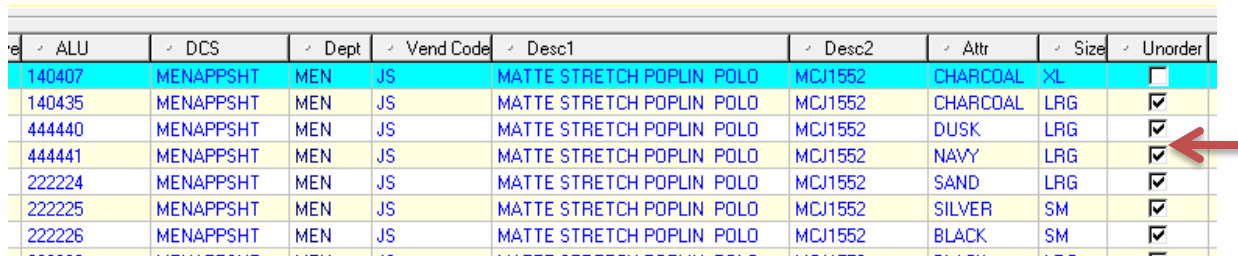
Prc Lvl	Season	Price	Qty Req
Retail	None	20.00	0.000
Compar	None	18.95	0.000
3	None	22.95	0.000
4	None	25.95	0.000
5	None	28.95	0.000
6	None	31.95	0.000
7	None	34.95	0.000
8	None	15.54	0.000
9	None	0.00	0.000



The Unorderable field can also be added to List View:

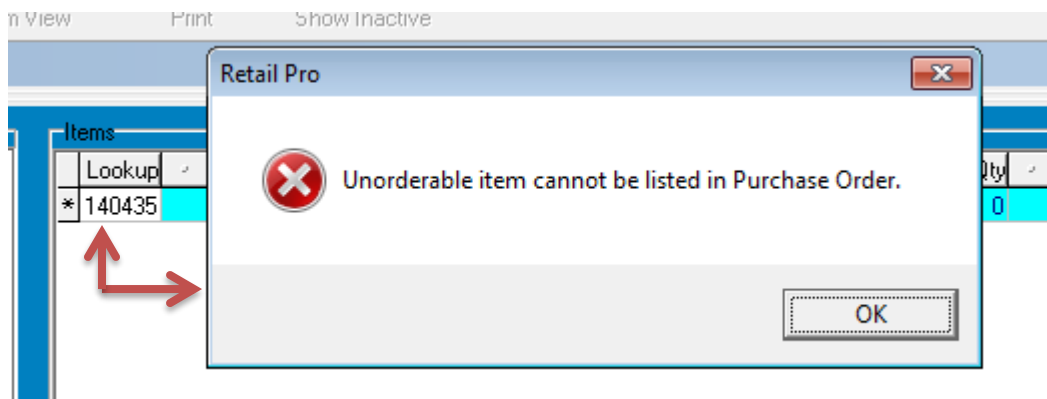


2. Click in the box to make the item unorderable.



The Discontinued Date also works, but causes a pop up message box at point of sale.

3. Try the item on a PO



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

