

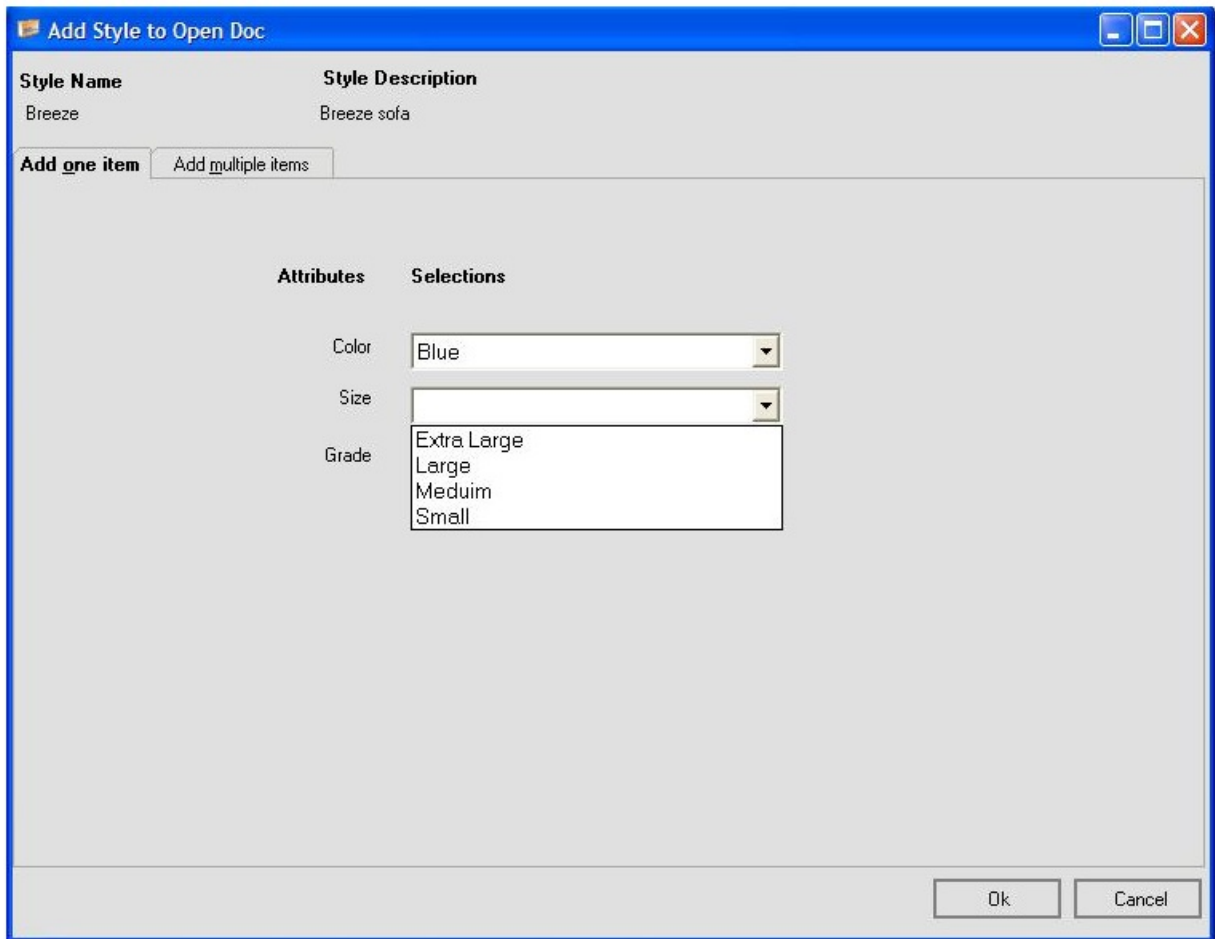
# Working with styles

Last Modified on 08/09/2021 1:57 pm EDT

A style is a grouping of items that have virtually the same characteristics but differ by their attributes. For example a shirt can come in different sizes and colors. Before you can styles to transactions you must create the attributes and styles themselves. Next create your new transaction as usual; you can add styles to the following transaction types:

- Quote
- Sales Order
- Ship Doc
- Customer Return
- Purchase Order
- Receiving Doc
- Vendor Return

Next open the Style List and check one of the style on the left then from the toolbar click List --> Add to Open Doc and the 'Add Style to Open Doc' dialog box will be displayed. There are two tabs on this dialog, 'Add one item' is used to add a single item to a transaction at a time; when you have picked the attributes selections click OK to add the item.



The second tab allows you to add multiple items at the same time simply by changing the quantity from 0 to the desired quantity. Press OK when complete.

Add Style to Open Doc



**Style Name**

6545

**Style Description**

Button t-shirt

Add one item

**Add multiple items**

Color	Size	Quantity
Blue	Large	0
Blue	Meduim	0
Blue	Small	5
Blue	Extra Large	0
Green	Large	0
Green	Meduim	0
Green	Small	4
Green	Extra Large	0
Red	Large	0
Red	Meduim	0
Red	Small	5
Red	Extra Large	0

Ok

Cancel