

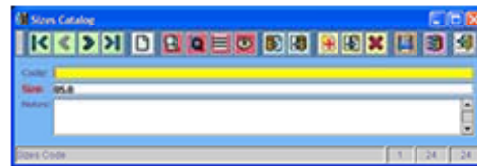
# How To Create New Items From An Existing Style

## 1) Create Colors as Needed In the Colors Catalog

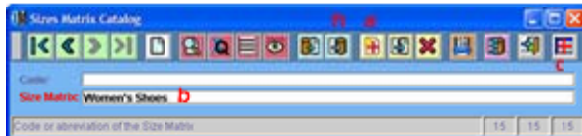


a) Press the New Record button. b) Enter the name of the Color or Size. c) Press the Save button.

## 2) Create Sizes as Needed In the Sizes Catalog



## 3) If Needed, Create a New Size Matrix



a) Press the New Record button. b) Enter the name of the Size Matrix. c) Press the Matrix edit button.



d) Select the Size you want in the Matrix e) Click on Assign f) Continue adding Sizes g) When you are done click on OK h) Press the Save button.

## 4) Create an XpertMatrix of Sizes & Colors



a) Select the Size Matrix you wish to use b) Press the Matrix edit button.



c) Select the Color you want in the Matrix d) Click on Assign e) Continue adding Colors f) Check the Size/Color combinations you want to create. Each of these checkboxes is an Item. g) When you are done, press OK. h) Press the Save button.

## 5) Add a Bar Code To Each Item



a) Click on the EAN/UPC field and scan or type the barcode you want to use, b) As needed, enter a Price, c) As needed, enter a Cost, d) Press the Save button.