

# How To Create a New Style

**XpertMart.**  
tech support center

- 1) Click on the New Record Button
- 2) Enter a Style Name
- 3) Select a Tax Type - usually Sales Tax
- 4) Assign the Style to a Department
- 5) Assign the Style to a Vendor
- 6) Enter a Price
- 7) Enter a Cost
- 8) Decide if all Items in the Styles will have the same Price & Cost.
- 9) If Yes: check the "Price and Cost to Item Box"
- 10) Click on the Save Button

The screenshot shows the 'Styles Catalog' window with a toolbar at the top. The main area is divided into several sections:

- Photo:** A placeholder image of a high-heeled sandal.
- Style Information:** Fields for Style Name (Kalanda), Purchase Description (KQ994.0762), Order Cost (\$14.65), Margin (\$31.30), and List Price (\$45.95). A checkbox for 'Price and Cost to Item' is checked.
- Tax Type:** A dropdown menu set to 'Sales Tax'.
- Size Matrix:** A dropdown menu set to 'Women's Shoes'.
- Department:** A dropdown menu set to 'Women's Shoes Formal Sandals'.
- Vendor:** A dropdown menu set to 'Style Shoes Inc.'.
- Brand:** A dropdown menu set to 'NineWest'.
- Material:** A dropdown menu set to 'Synthetic'.
- Notes:** A text area containing the note: 'Elegant and sexy sandal with rhinestone ornamentation and spaghetti straps! Great for a formal occasion! 2 1/2" heel'.

Red numbers 1-10 are overlaid on the interface to indicate the steps for creating a new style:

- 1: New Record Button (plus icon in toolbar)
- 2: Style Name field
- 3: Tax Type dropdown
- 4: Department dropdown
- 5: Vendor dropdown
- 6: List Price field
- 7: Order Cost field
- 8: Price and Cost to Item checkbox
- 9: Price and Cost to Item checkbox (checked)
- 10: Save Button (floppy disk icon in toolbar)

## Optional Fields:

- A) Double-Click to Add a Photo
- B) Assign to a Brand
- C) Assign to a Collection
- D) Assign to a Season
- E) Select Material Style is Made Of
- F) Enter Notes in the Notes Field
- G) Enter an Alias or Alternative Name Under Purchase Description