How To Create a New Style

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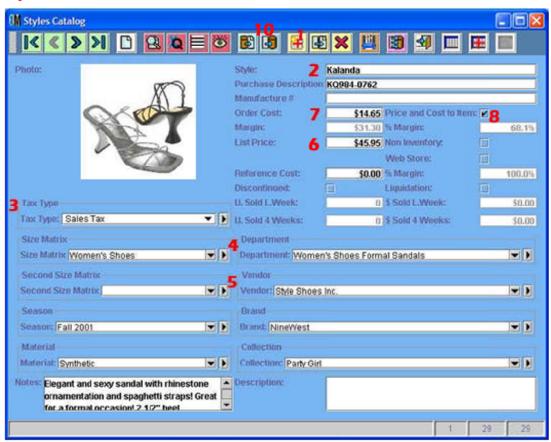
1) Click on the New Record Button
2) Enter a Style Name
3) Select a Tax Type - usually Sales Tax
4) Assign the Style to a Department
5) Assign the Style to a Vendor
6) Enter a Price
7) Enter a Cost
8) Decide if all Items in the Styles will have the same Price & Cost.
9) If Yes: check the "Price and Cost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

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