

# ***ORDER POWER!***

## Style

**User Guide**

**Release 3.3**



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Solutions,  
Inc.**

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# Style

**ORDER POWER!**'s flexible design allows you to use the **Style** and **Scale** features to automatically generate multiple **Items** that are needed to track articles sold in various predetermined configurations. When selling clothing, for example, a catalog may display only one item number for each article, although often various size and color selections are offered as well.

Rather than requiring you to manually define each variation of each saleable item, **ORDER POWER!** can automatically generate **Item Numbers** based on the combination of **Style**, plus size, color, or any other characteristic (**Scale**) you care to define. The number of **Scales** for a **Style**, the order in which they're used, and the values for the scales are up to you.

## Terms to know

### **Core Item:**

A record that **ORDER POWER!** uses as a model when creating **Style Items**. This is usually the generic item number that appears in your catalog.

**Example:** SHOES, **Not an example:** SHOES BLUE SIZE 8

### **Item Number:**

A unique number that represents an item.

### **Saleable Items:**

The articles which are stocked and sold (merchandise) and/or other nontangibles and services such as labor and contracts.

### **Scales:**

**Scales** are the variable characteristics of the article being sold. For example, if you are selling shoes, use **Scales** to specify the sizes and colors available. **Scales** can be shared among many styles, for example, the same color scale (a list of sizes or colors) can be used over and over again.



You can also create **Style Items** manually, but it is much more labor intensive.

### **Style Items:**

**Items** that are generated automatically based on the information you enter in the **Styles** and **Scales**. It is composed of the **Core Item** number, followed by the **Scales Values** assigned to this style. One **Style Item** is created for every possible combination.

## Setting up Styles

An **Item Number** refers to a specific saleable item. **ORDER POWER!** can automatically generate **Item Numbers** based on the information you set up in the **Styles** and **Scales**. These are called **Style Items**.

Steps for setting up Styles	See page...
1. Plan the layout of the <b>Item Number</b> .	2
2. Define all necessary <b>Scales</b> (sizes, colors, etc.) for the article.	4
3. Define all necessary <b>Scale Values</b> (the available choices, such as red, blue, extra-large, etc.) for each <b>Scale</b> .	6
4. Define the <b>Style</b> record. This record determines the <b>Style</b> name, which scales are used, and where <b>ORDER POWER!</b> finds the information to create the <b>Style Items' Info</b> fields.	8
5. Assign <b>Sequence Numbers</b> to the <b>Scales</b> that will be used for the new <b>Style</b> . These indicate the position of a <b>Scale's</b> values in the <b>Item</b> number relative to the other <b>Scale Values</b> .	9
6. Define the <b>Core Item</b> (the <b>Item</b> number that appears in your catalog). This record is the key to efficiency, and contains information that is common to all the articles sold under this catalog item (vendor, search words, etc.)	12
7. Generate <b>Item</b> numbers. <b>ORDER POWER!</b> uses the information you entered in the previous steps to create and maintain <b>Item</b> numbers. If the information changes in the future, you enter changes just once and <b>ORDER POWER!</b> applies them to all the <b>Items</b> affected.	13

### **To plan the layout of the Item Number**

Because **ORDER POWER!** allows tremendous flexibility in defining the **Item Number**, some careful planning is required. An **Item Number** consists of the **Core Item**, followed by the **Scale Values** that apply to this style. One **Item Number** can be created for every possible variation.

It is also important to understand the logic of **ORDER POWER!'s Shorthand Entry** in order to plan **Item Numbers** that will make the best use of **Styles**. **Shorthand Entry** is explained in detail in "To Use Shorthand Entry" on page 19.



**One of the benefits of the Style is that it allows you to use Shorthand Entry of Items in Order**

In the example that follows, we will define all the components needed for **ORDER POWER!** to automatically generate **Item Numbers** for shoes in several sizes and colors. The **Item Numbers** will be (up to) 15 characters long. Keep in mind that this is an example, but you can define your **Item Numbers** as you see fit. We will use the following information:

Style	Scale/Description	Seq.#	Component Length (max.)	Scale Value	Description of Value
SHOES			5		
	COL/Color	1	3	BLK	Black
				RED	Red
				GRN	Green
	SZ/Size	2	2	8	Size 8
				9	Size 9
				10	Size 10

So, the **Item Numbers** will be laid out like this:

Component	Style Item	Color	Size
Length (max.)	5	3	2

This set up will cause the following **Item Numbers** to be created by **ORDER POWER!**:

SHOESBLK8	SHOESRED8	SHOESGRN8
SHOESBLK9	SHOESRED9	SHOESGRN9
SHOESBLK10	SHOESRED10	SHOESGRN10

### Working with Scales

The Scale definition consists of the **Scale** name, **Description**, and the **Length** which this scale's values take up in each **Item Number**. From the *ORDER POWER! Main Menu*, select: **Work with Files > Scales** to display *Scales Inquiry panel (figure 1)*.

Scale	Description	Del
— AAA	test	
— BON	Bonnie's Color of Choice	
— BRB	Buckle or Bow	
— CDYORN	CD YES OR NO	
— CHAR	Test Char	
— COL	Scale description	
— COLOR	Color	
— COLOUR	Colour	
— COLR	Color	
— DMC	DMC Colors	
— DOOR SIZE	Door Size	
— DSN	Neck	
— DSSN	Sleeve length	
— FABRIC	Fabric	
— FRAME	Frame Colors	

Pstn : Computer Solutions, Inc. Scales Inquiry Show Delete : N  
2=Change 5=Display 6=values  
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print  
More...

Scales Inquiry panel (figure 1)

### To define Scales

1. On Scales Inquiry panel (figure 1) press **F6** (Create) to display the Scale Prompt panel (figure 2).

Scale
<u>COL</u>

Computer Solutions, Inc.  
Scale Prompt  
F1=Help F3=Exit F12=Cancel

Scale Prompt panel (figure 2)

2. Complete these fields:

#### Scale

Type a name (such as Size or Color) for the **Scale**, then press **Enter** to display the *Scale Update panel (figure 3)*.



Computer Solutions, Inc. Scale Update	
Scale	COL
Description	Colors of the Scale _____
Length of this scale's portion of the Item Number	3_
All Numeric	<u>N</u> Y/N
Info 1	_____
Info 2	_____
Info 3	_____
Delete _	
F1=Help F3=Exit F12=Cancel	

Scale Update panel (figure 3)

- Complete these fields:

**Description**

Type a description of the scale you are defining. This text displays on the *Scales Inquiry* panel and is **NOT** used in the Description field of automatically generated **Style Items**.

**Length of this scale's portion of the Item Number**

Type the length you previously decided to allocate to this scale within the 15-character **Item Number**.

**All Numeric**

Type **Y**(es) or **N**(o) to indicate whether or not you want to enforce all numeric naming for the scale. This is necessary if you want to use **Shorthand Entry** in the **Order Entry** program. (See “To Use Shorthand Entry” on page 19.)

**Info1 / Info2 / Info3**

The headings for these user-defined fields are set up in the **Company Profile**. See the “Work with Files User Guide” for instructions. The information you enter here is for your own reference only and is **NOT** used to automatically populate **Item Numbers**.

- Press **Enter** to update the record and redisplay the *Scale Prompt panel (figure 2)*. Repeat steps one through four as many times as necessary to create all the **Scales** you need.

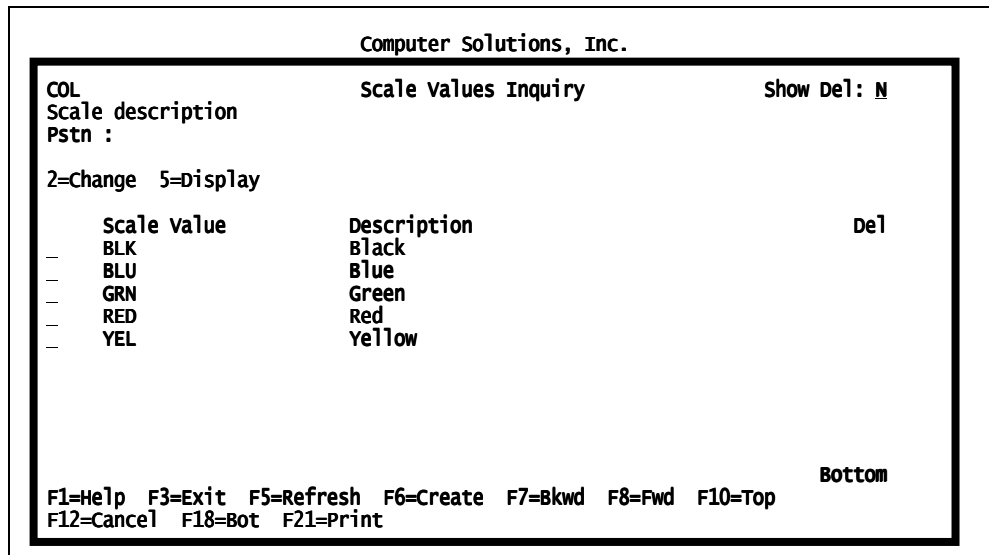


**Working with Scale Values**

After you have defined the scales, the next step is to create a list of all the values within each scale. For a color scale, this would be a list of colors. When the scale is used to create **Item Numbers**, these values become part of the **Item Number**.

**Styles** can share **Scales** and their **Scale Values**. For example, you do not need to create separate values to represent a color used in shoe then again in a shirt

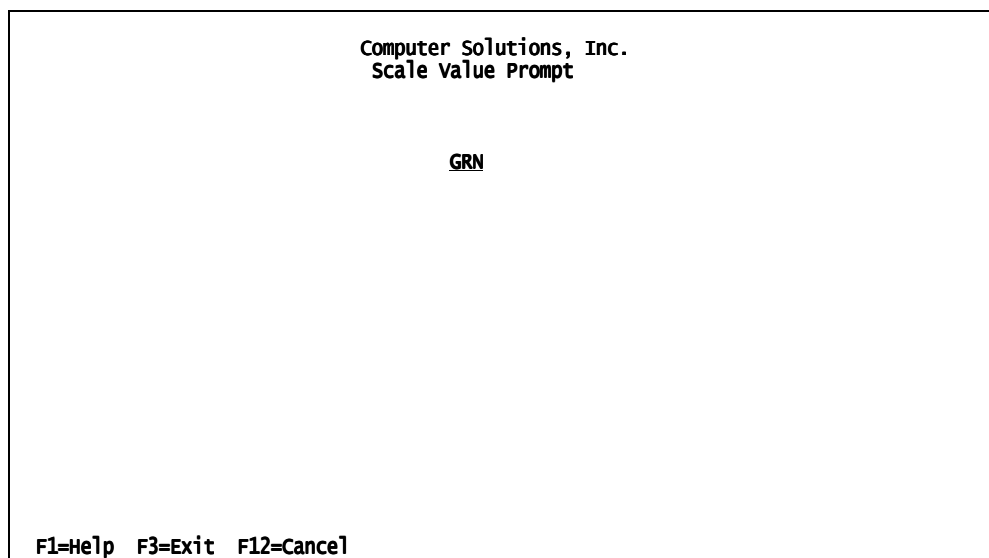
- On the *Scales Inquiry panel (figure 1)* type **6** (Values) beside a **Scale** you want to work with, then press **Enter** to display the *Scale Values Inquiry window (figure 4)*.



Scale Values Inquiry window (figure 4)

### To define Scale Values

1. On the *Scale Values Inquiry* window (figure 4), press **F6** (Create) to display the *Scale Value Prompt* panel (figure 5).



Scale Value Prompt panel (figure 5)

2. Complete this field:

#### Scale Value

Type a value for the scale (according to the layout you planned).

3. Then press **Enter** to create the record and display the *Scale Value Update* panel (figure 6).

Computer Solutions, Inc.	
Scale Value Update	
COL	
Scale description	
Scale value	GRN
Description	GREEN _____
Item Search	_____
Item Info	_____
Info 1	_____
Info 2	_____
Info 3	_____
Delete _	
F1=Help F3=Exit F12=Cancel	

Scale Value Update panel (figure 6)

- Complete these fields:

**Description**

Type a description of the scale value. This becomes a part of the **Style Items'** descriptions generated later.

**Item Search**

The information you enter here can, at your option, be used to populate the three **Search** fields when **Item Numbers** are created later. **Search** fields make searching for an **Item** easier in **Order Entry**.

**Item Info**

The information you enter here can, at your option, be used to populate the **Item Master's** three user-definable **Info** fields when **Item Numbers** are created later.

**Info1, Info2, Info3**

The headings for these user-defined fields are set up in the **Company Profile**. See the "Work with Files User Guide" for instructions. This information is for reference only and is **NOT** used to automatically populate **Item Numbers**.

- Press **Enter** to update the record and redisplay the *Scale Value Prompt panel* (figure 5). Repeat steps one through four as many times as necessary to create all the **Scale Values** you need.

**Working with Styles**

From the *ORDER POWER! Main Menu*, select: **Work with Files > Styles >** to display the *Style Inquiry panel* (figure 7).

Computer Solutions, Inc. Style Inquiry		Show Delete : N
Pstn :		
2=Change 5=Display 6=Scale Sequence Numbers 7=Generate Style Items		
8=Post Style Items		
Style	Description	Error Del
- BOX	Boxes	
- BWWPROD	Russ Whitney upload test	
- CC2802-S	10 oz. Fabric Overhead Door Kits and Acc	
- CC6209-S	Labor Saver Fabric Clips	
- CC6210-S	Poly Latches	
- CC6250-S	Auger Style Earth Anchors	
- CHAINS	chains	
- CHEVY	Chevrolet	
- CHS034	High Back Stack Chair	
- CLIPS	Hair Clips	
- CLOCKS	Fancy Clocks	
- CSISHRT	CSI's T-shirt	
- CUPS	new cups	
- DDJB	Womens Dress Blue Jacket	
- DEF	test style	
		More...
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print		

Style Inquiry panel (figure 7)

### To define the Style record

1. On Style Inquiry panel (figure 7), press **F6** (Create) to display the Style Prompt panel (figure 8).

Computer Solutions, Inc. Style Prompt	
Style	<u>SHOES</u>
F1=Help F3=Exit F12=Cancel	

Style Prompt panel (figure 8)

2. Complete this field:

#### Style

Type a descriptive name (such as SHOES) for the Style.

3. Press **Enter** to display the Style Update panel (figure 9).

Computer Solutions, Inc. Style Update		
Style	SHOES	
Description	Shoes	
Style Length	5	
All Numeric	_ Y/N	
Select where to obtain item master info fields data:		
Item Master Info Fields	1=From Seq. Number 2=From Scale Values	Seq. Numbers to Use
Shp-from	<u>1</u>	? _
Shp-to	_	? _
NMSC Code	_	? _
St.Hdr.In1		
St.Hdr.In2		
St.Hdr.In3		
F1=Help F3=Exit F4=?List F12=Cancel		Delete _

Style Update panel (figure 9)

- Complete these fields:

**Description**

Type a description of the **Style** you are defining. This becomes a part of the **Style Items'** descriptions generated later.

**Length of this Style's portion of the Item Number**

Type the length you previously decided to allocate to this **Style** within the 15-character **Item Number**.

**All Numeric**

Type **Y**(es) or **N**(o) to indicate whether or not you want to enforce all numeric naming for the **Style**. This is necessary if you want to use **Shorthand Entry** in the **Order Entry** program. (See "To Use Shorthand Entry" on page 19.)

- Do not complete the other fields at this time. Press **Enter** to update the record and redisplay the *Style Prompt panel (figure 8)*. Repeat steps one through four as many times as necessary to create all the **Styles** you need.

**Working with Sequence Numbers**

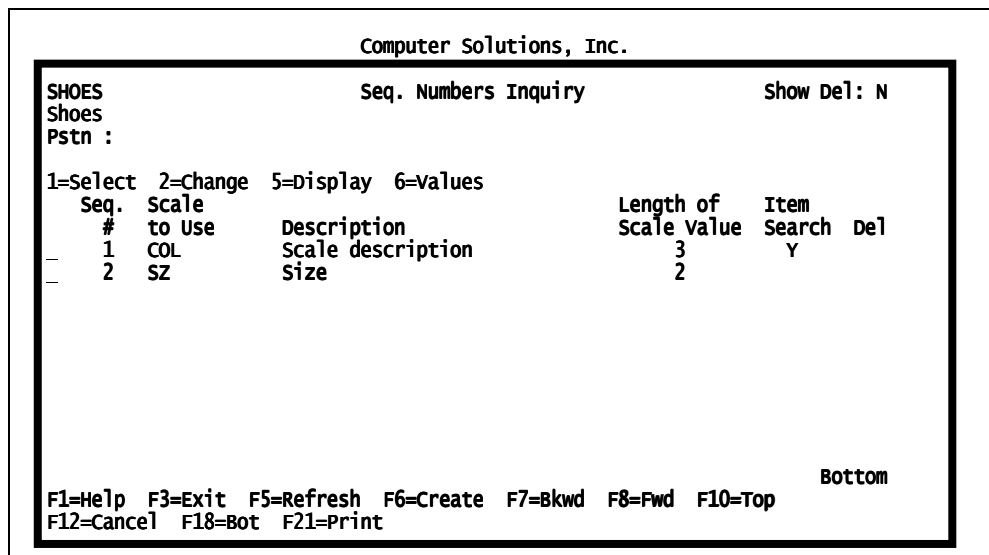
The next step is to assign which scales will be used for the new style, and in which sequence the scales will attach to the **Style Item**. **Sequence Numbers** indicate the position of a **Scale's** values in the **Item Number** relative to the other scale values. Although the combined length of all of the elements of a **Style Item** cannot exceed 15 characters, you can assign any **Sequence Number** between 1 and 99.

**To assign Sequence Numbers**

- On the *Style Inquiry panel (figure 7)* type **6** (Sequence Numbers) beside the **Style** you just want to work with, then press **Enter** to display the *Seq. Numbers Inquiry window (figure 10)*. The **Sequence Numbers** on this panel will reflect the **Item Number** layout you decided upon at the very beginning of this process.

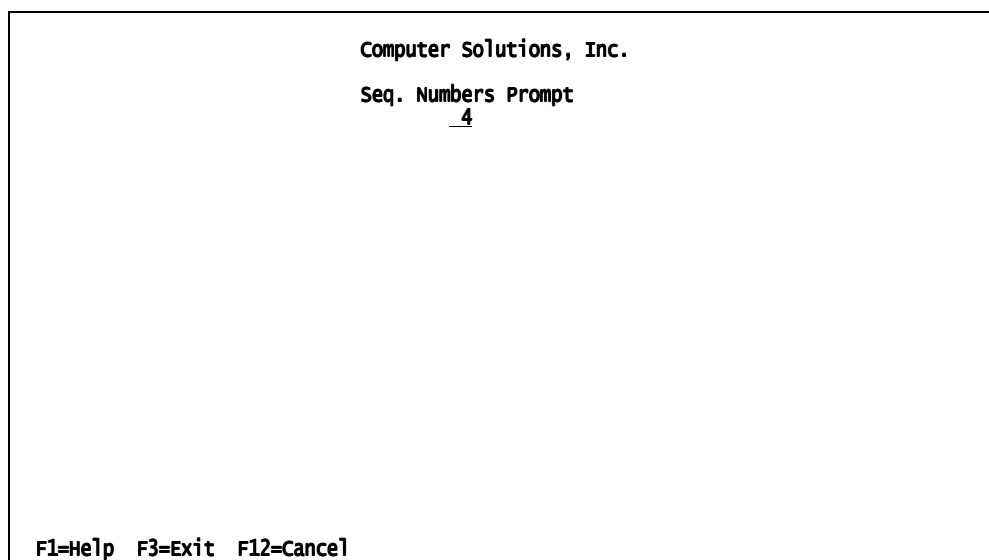


If you need to change or re-order the **Sequence Numbers**, type **2** (Change) and then use **F2** to unprotect.



*Seq. Numbers Inquiry window (figure 10)*

3. Press **F6** (Create) to display the *Seq. Numbers Prompt panel (figure 11)*.



*Seq. Numbers Prompt panel (figure 11)*

4. Complete this field:

**Seq. Numbers Prompt**

Type a **Sequence Number** (according to the layout you planned) to indicate the position of a scale's values in the **Item Number relative to the other scale values**

5. Press **Enter** to display the *Seq. Number Update panel (figure 12)*.

Computer Solutions, Inc. Seq. Number Update	
Seq. #	4
?Scale to Use	_____
Item Search	_ Y/N
Item Info	_____
Info 1	_____
Info 2	_____
Info 3	_____
F1=Help F2=Unprotect F3=Exit F4=?list F12=Cancel	
Delete _	

*Seq. Number Update panel (figure 12)*

5. Complete these fields:

**?Scale to Use**

Type the name of the **Scale** you want to attach to this **Style Item**.

**Item Search**

Type **Y**(es) or **N**(o) to indicate whether or not you want to use this **Scale's** values to populate one of the three **Item Search** fields in the **Style Items** you will generate.

**Item Info**

Type text you want to use to populate an **Item Info** field in the **Style Items** you will generate. In order to do so, you must also specify this on the *Style Update panel (figure 9)*.

6. Press **Enter** to update the record and redisplay the *Seq. Numbers Inquiry window (figure 10)*. Repeat steps one through five as many times as necessary until you have assigned a **Sequence Number** to each component (according to the layout you planned).

**To set up Info field text for Item Numbers**

1. On *Style Inquiry panel (figure 7)*, type **2** (Change) beside the **Style** you want to work with, then press **Enter** to display the *Style Update panel (figure 9)*.
2. Complete these fields:

**Item Master Info Field 1, Item Master Info Field 2, Item Master Info Field 3**

Use these user-defined fields to specify where **ORDER POWER!** gets the **Info field** text for **Item Numbers**.

- 1 populate the Info field from the **Sequence Number** information
- 2 populate the Info field from the **Scale Value** information

3. Press **Enter** to update the record and redisplay *Style Inquiry panel (figure 7)*.

### To define the Core Item

For **ORDER POWER!** to automatically generate **Item Numbers**, it must combine a **Core Item** with **Style**.

1. From the *ORDER POWER! Main Menu*, select: Work with Files > Items then press **F6** (Create) to display the *Item Prompt* panel.
2. In the **Item** field, type an **Item Name** identical to the **Style Name** you created
3. Press **Enter** to display the *Item Update panel 1* (figure 13).



A Core Item is:  
An **ORDER POWER!** Item record you create manually with an identical **Item** field and **Style** field

Remember, you only need one **Core Item** per **Style**.

```

** CSI 3.3 Development Co 1 **
Item Update

Item          SHOES
Description   Mens Shoes
Search Words
Start Date    _____ End Date _____ Creation Date 9/24/00
?Primary Vendor 6000 ?Style _____
Stock          N ?Stock U/M EA 1.000 EA
Salable        N ?Sales U/M EA 1.000 EA
Manufactured  N ?Purchase U/M EA 1.000 EA
Drop Ship      N
Phase Out      N Phase Out Date _____
Royalty Item   Y ?Royalty Vendor _____1 Royalty 3.00 A A/P
Kit Parent Item N List Components on Documents N On Invoice N
Assortment Item N Allow Partial Ship N Cost to Kit
Continuity Item N Serial/Lot/Gift Certificate S/L/G
Gift Certificate: Face Value _____ Fixed N Y/N
?Superseding Item
Check Superseding Available N
?Supersede Comment Code

F1=Help F3=Exit F4=?List F9=Retrieve F12=Cancel F23=User F24=More keys Delete _
    
```

Item Update panel 1 (figure 13)

3. Complete all fields on the *Item Update panel 1* (figure 13) as usual, except complete the **?Style** field as follows:

#### ?Style

Type a **Style Name** identical to the **Item Name**.

4. Complete all *Item Update* panels for the **Core Item**. (Read "*Pricing with Style*" below to understand the implications of pricing a **Core Item**.)
5. Press **Enter** to update the record and redisplay the *Item Inquiry* panel.

### Pricing with Style

When you enter pricing for a **Core Item**, that pricing information is not physically copied from the **Core Item** to **Style Items**. Instead, if no pricing information is entered manually in a **Style Item**, **ORDER POWER! Order Entry** refers to the Pricing information in the **Core Item**.

These steps are written for **ORDER POWER!** users already familiar with the existing **Pricing** process.



### Style Pricing Example:

Shoes sell at \$55 per pair, or \$45 each for two pairs, and \$40 each for three pairs, *except* red shoes. Those are \$50 for one pair (but the quantity breaks are still \$45 each for two pairs, and \$40 each for three pairs). The table below shows the pricing you actually enter in **ORDER POWER!**

	per pair	two pairs	three pairs
<b>Core Item: Shoes</b>	\$55	\$45 each	\$40 each
<b>Style Items: xxx Shoes</b>	refers to Core	refers to Core	refers to Core
<b>Style Item: Red Shoes</b>	\$50	\$45 each	\$40 each

To create this pricing scheme in **ORDER POWER!**, first enter the most common pricing (Shoes) in the **Core Item**. When you generate the **Style Items**, their pricing will refer to the pricing of the **Core Item**. Since this is not correct for Red Shoes, you must enter all the pricing information for that **Style Item**, *including* prices that are the same as the **Core**.

Changes you enter to the **Core Item** will not affect any price of Red Shoes, because the existence of any price for a **Style Item** “locks out” all core-level pricing for that Style Item.

1. From the **ORDER POWER! Main Menu**, select: Work with Files > Items to display the *Item Selection* panel.



2. On the *Item Selection* panel, complete this field:

#### Item Code

Type the name of the **Core Item** (whose **Style Items**) you want to price.

Press **Enter** to display the *Item Inquiry* panel. If you have entered a complete **Item Code**, the **Core Item** you are looking for appears at the top of the list.

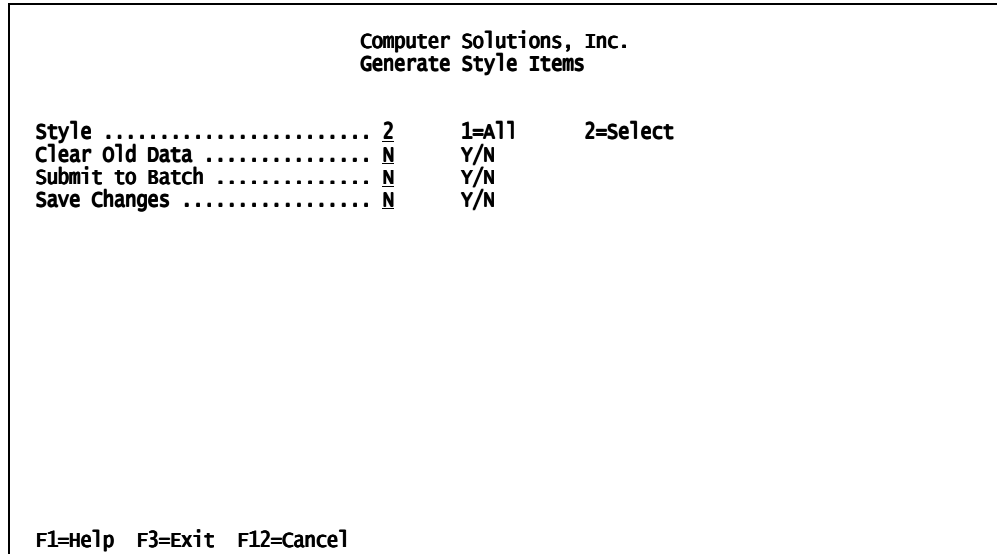
3. Type a pricing option in the field beside the **Core Item** you want to maintain, then press **Enter**.
4. Enter the pricing changes, as you would to any other **ORDER POWER!** Item.

If any prices have been entered for the **Style Item**, Order Entry uses only those prices. If no prices at all have been entered, Order Entry uses the **Core Item's** prices.

### To generate Item Numbers

The last step is instructing **ORDER POWER!** to automatically generate **Item Numbers**, by combining the *Core Items* with *Styles* you created.

1. From the **ORDER POWER! Main Menu**, select: **Inventory Control > Generate Style Items** to display the *Generate Style Items* panel (figure 14).



Generate Style Items panel (figure 14)

2. Complete these fields:

**Style**

Type a code to specify whether you want to generate all or selected **Styles**.

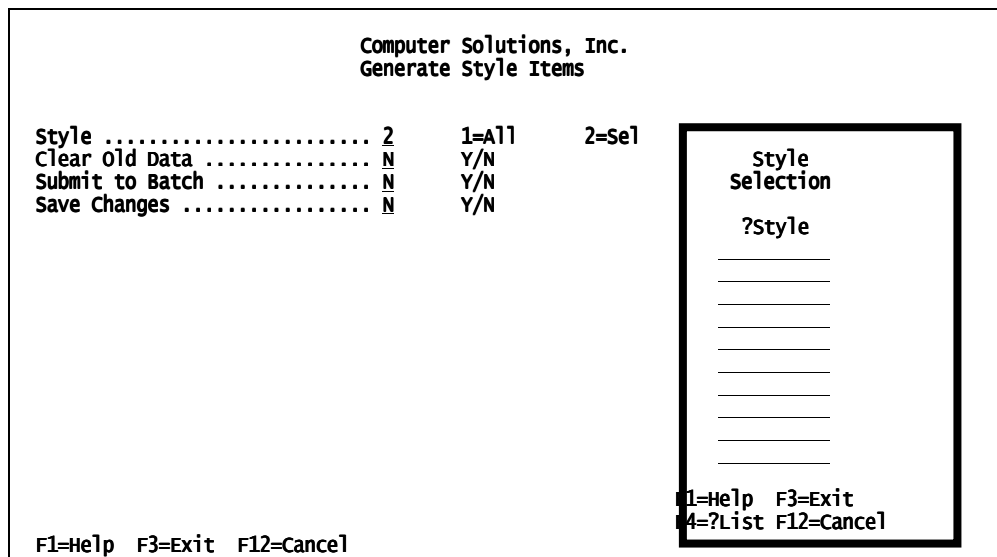
**1 All Styles**

**2** display the *Style Items window* (figure 15) to select specific **Styles**.

**Clear Old Data**

Type **Y(es)** to clear any **Style Items** from the *Style Item Batch Inquiry* panel (figure 12). This applies to **Style Items** you previously generated, but have not yet posted.

3. Press **Enter** to display the *Style Items window* (figure 15).



Style Items window (figure 15)

4. On the *Style Items window* (figure 15), type the names of the **Styles** you want to create. When you have selected all the **Styles** you want to generate, press **Enter** to generate the **Style Items**, and redisplay the *Inventory Control* menu.

- On the *Inventory Control* menu, select **Post Style Items** to display the *Style Item Batch Inquiry panel* (figure 16), with the **Style Items** you are about to post already listed.

Pstn:		Computer Solutions, Inc.		Show Delete:
2=Change 5=Display		Style Item Batch Inquiry		
Style	Item	Description	ERROR	Del
- AS2296-S	AS2296-S0000000	Make Your Own Duckbill-anchors Test		
- AS2296-S	AS2296-S1	Make Your Own Duckbill anchors Scale Val		
- BOX	BOXCLLGE0001	Boxes Clear Large White		
- BOX	BOXCLLGE0002	Boxes Clear Large Ecru		
- BOX	BOXCLLGE0310	Boxes Clear Large Black		
- BOX	BOXCLLGE0498	Boxes Clear Large Dark Red		
- BOX	BOXCLLGE0842	Boxes Clear Large Beige		
- BOX	BOXCLLGE3347	Boxes Clear Large Yellow Green		
- BOX	BOXCLMED0001	Boxes Clear Medium white		
- BOX	BOXCLMED0002	Boxes Clear Medium Ecru		
- BOX	BOXCLMED0310	Boxes Clear Medium Black		
- BOX	BOXCLMED0498	Boxes Clear Medium Dark Red		
- BOX	BOXCLMED0842	Boxes Clear Medium Beige		
- BOX	BOXCLMED3347	Boxes Clear Medium Yellow Green		
- BOX	BOXCLSMA0001	Boxes Clear Small white		

More...

F1=Help	F3=Exit/No Post	F6=Create	F7=Backward	F8=Forward
F10=Top	F12=Cancel	F15=Exit/Post	F18=Bottom	F21=Print

*Style Item Batch Inquiry panel* (figure 16)

- Check to be sure that the **Style Items** listed are actually those you intend to create. If necessary, now is the time to add, change, or delete any records.
- When you have verified all the records are ok, press **F15** (Exit/Post) to post the **Style Items**. This creates the **Style Items** in the **Item Master File**, using the **Core Item** as a template.

### Maintaining Style Items

After **Style Items** are generated, **ORDER POWER!** can save you lots of time by automatically applying changes that you enter to the **Core Item**.

**ORDER POWER!** handle three aspects of maintenance slightly differently:

C Item Maintenance	<b>Core Item</b> changes do not replace <b>Style Item</b> information in any given field (see exception on page 75)
C Pricing Maintenance	<b>Core Item</b> changes are not applicable if <u>any</u> <b>Style Item</b> pricing exists
C Extended Description Maintenance	<b>Core Item</b> text completely replaces <b>Style Item</b> text

### To change Style Items (Item Maintenance)

Changes you entered directly to a specific **Style Item** are protected from automatic updates, so that you won't end up re-keying detail information. These steps are written for **ORDER POWER!** users already familiar with the existing **Item Update** process.

- From the **ORDER POWER! Main Menu**, select: **Work with Files > Items** to display the *Item Selection* panel.

- Complete this field:

**Item Code**

Type the name of the **Core Item** (whose **Style Items**) you want to maintain.

Press **Enter** to display the **Item Inquiry** panel. If you have entered a complete **Item Code**, the **Core Item** you are looking for appears at the top of the list.

- Type **2** (Change) in the field beside the **Core Item** you want to maintain, then press **Enter** to display the **Item Update** panel (figure 10). On the **Item Update** panel, enter changes to the **Core Item**. You can make changes to any fields on the **Item Update** panels, except:

<b>Description</b>	Changeable, but the changes are not reflected in the <b>Style Items</b>
<b>Style</b> <b>Salable</b> <b>Stock</b>	Not changeable
? <b>Stock U/M</b> ? <b>Sales U/M</b> ? <b>Purchase U/M</b>	Not changeable if orders exist

- Press **Enter** through all the remaining **Item Update** panels.
- On the last panel (figure 13), **ORDER POWER!** displays a message window that confirms:

**Apply changes to all style items?**

Type **Y** (yes) to apply your changes to the **Core Item** and any related **Style Items**, with the following exception:

Core changes are not applied if you have manually entered changes to the affected fields in the **Style Item**.

**How to handle Exceptions**

Last week, you created a **Core Item** and **Style Items** for shoes in several sizes and colors using Pick Ticket Code PAID RUSH, because they are very much in demand. Due to circumstances beyond your control, shipment of black size 8 is delayed, so you change its Pick Ticket Code to NONPAID RUSH. Eventually, the rush is over, and you want to change back all the shoes to STANDARD, except black size 8.

Update the **Core Item** and let **ORDER POWER!** do the rest for you. All sizes and colors of shoes will be updated except black, size 8. This is because information you enter in the **Core Item** won't overwrite information you entered in the individual **Style Items**.

### ***To change pricing on Style Items (Pricing Maintenance)***

If you enter pricing for a **Core Item**, that information is not physically copied from the **Core Item** when **Style Items** are generated. Instead, if no pricing information is entered manually in a **Style Item**, **ORDER POWER!** Order Entry refers to the pricing information in the **Core Item**.

For more detailed information, see “Pricing with Style” on page 12.

### ***To change Extended Descriptions of Style Items (Extended Description Maintenance)***

Changes you entered directly to a specific **Style Item**'s **Extended Description** are NOT protected from automatic updates. Any changes you enter to the **Extended Description** of a **Core Item** will override changes you may have entered to individual **Style Items**.

These steps are written for **ORDER POWER!** users already familiar with **Extended Descriptions**.

1. From the **ORDER POWER!** Main Menu, select: **Work with Files > Items** display the **Item Selection** panel.
2. On the **Item Selection** panel, complete this field:

#### **Item Code**

Type the name of the **Core Item** (whose **Style Items**' Extended Descriptions) you want to maintain.

Press **Enter** to display the **Item Inquiry** panel. If you have entered a complete **Item Code**, the **Core Item** you are looking for appears at the top of the list.

3. Type **6** (Ext Desc) in the field beside the **Core Item** you want to maintain, then press **Enter** to display the **Extended Description Inquiry** window.
4. Press **F6** to display the **Item Extended Description Update** panel.
5. On the **Item Extended Description Update** panel, enter your changes. When you are done, press **Enter** to apply your changes to the **Core Item**'s Extended Description. **ORDER POWER!** displays a message window that confirms:

#### **Replace extended descriptions for all style items?**

Type **Y** (yes) to apply your changes to the related **Style Items**.

6. Press **Enter** to update the **Extended Description(s)**.

## Setting up Shorthand Entry: Supplement to Company Profile

Customer Service Reps (order-takers) can use **Shorthand Entry** to save time entering **Item Numbers** on *Order Entry Item Selection panel* (figure 18).



Use **Shorthand Entry** to automatically fill leading zeroes in any **Scale** component of an all numeric Item Number in **Order Entry**.

### To Set up Shorthand Entry:

It is important to understand the logic of **ORDER POWER!**'s **Shorthand Entry** in order to plan **Item Numbers** that will make the best use of **Styles**. It will help to first read "To Use Shorthand Entry" on page 19.

1. From the **ORDER POWER! Main Menu**, select: **Work with Files** **Company Profile** **Styles** to display the *Profile Update panel 15* (figure 17).

Company # 001	OP! Development - Company 001 Profile Update	Panel 15
<b>Styles:</b>		
Fixed Style Length .....	___	Valid Values 1 Thru 10, or BLANK
Style/Scale Separator .....	.	
<b>Style Header Info Fields:</b>		<b>Mandatory</b>
1 .....	<u>Style Hdr1</u>	N Y/N
2 .....	<u>Style Hdr2</u>	N Y/N
3 .....	<u>Style Hdr3</u>	N Y/N
<b>Style Detail Info Fields:</b>		
1 .....	<u>Style Det1</u>	N Y/N
2 .....	<u>Style Det2</u>	N Y/N
3 .....	<u>Style Det3</u>	N Y/N
F1=Help F3=Exit F12=Cancel		

*Profile Update panel 15 (figure 17)*

2. Complete this field:

#### Style/Scale Separator

Type a character to indicate the beginning of a **Scale**. This is used in Shorthand Entry in the **Item** field on *Order Entry Item Selection panel* (figure 18).

In most cases, a period character is the most logical choice because it is conveniently available on the numeric keypad. You can, however, choose a different character. (Numbers or letters won't work.)

3. Press **Enter** to update the Style Profile record.

## Searching with Style: Supplement to Order Entry

There are two methods of using **Style** to search for **Style Items** in **Order Entry**:

**Style Search** - Similar to **ORDER POWER!**'s existing **Item Search**, but the scope is narrowed to **Items** within the **Style** you specify.

**Shorthand Entry** - Automatically fills leading zeroes in any all numeric **Scale** component of an **Item Number** .

### **To use Style Search**

These steps are written for **ORDER POWER!** users already familiar with the existing **Order Entry** process.

1. In the **Item** field on *Order Entry Item Selection panel (figure 18)*, type the **Style** name, followed by a space.
2. Type **Scale Values** (separated by a space) in any order to narrow the search criteria. Press **Enter** to process.

**NOTE:** You must enter an exact **Scale Value**, or **ORDER POWER!** will search on the **Description** field instead.

**ORDER POWER!** displays a lists of **Style Items** that meet the search criteria you entered.

### **To Use Shorthand Entry**

There are three requirements for using **Shorthand Entry**:

- C A separator character must already be defined in the **Company Profile** (see “*Setting up Shorthand Entry*” on page 77).
- C The **Item Number** being sought must belong to an **ORDER POWER!** Style.
- C The **Scales** used in the **Style** must be all numeric and must have been designated as such when they were created (see “*To Define Scales*” on page 61).

These steps are written for **ORDER POWER!** users already familiar with the existing **Order Entry** process.

1. In the **Item** field on the *Order Entry Item Selection panel (figure 18)*, type the **Style** name, followed by the **Style/Scale Separator** you specified on the *Profile Update panel 15 (figure 17)*.



When **ORDER POWER!** performs a **Style Search** or a **Shorthand Search**, the word "Style" and the Style name appear in the order header.

Order #	48056	Computer Solutions, Inc			Limit	Used	399.44
Customer #	1	Order Entry Item Selection			Mdse		
-----Style: 000001-----							
1=Select	5=Display	6=Ext Desc	7=Open P0s	8=Qty Avail	9=Pricing		
10=Pricing Levels	11=Components						
Available	U/M	Item	Description			Price	
4.000-		00000115532BL	Shirts 15 1/2 INCH 32 SLEEVE			1.0000	
10.000-		00000115532RD	Shirts 15 1/2 INCH 32 SLEEVE			10.0000	
		00000115533BL	Shirts 15 1/2 INCH 33 SLEEVE			10.0000	
3.000-		00000115533RD	Shirts 15 1/2 INCH 33 SLEEVE			10.0000	
		00000115534BL	Shirts 15 1/2 INCH 34 SLEEVE			10.0000	
		00000115534RD	Shirts 15 1/2 INCH 34 SLEEVE			10.0000	
		00000116532BL	Shirts 16 1/2 INCH 32 SLEEVE			10.0000	
		00000116532RD	Shirts 16 1/2 INCH 32 SLEEVE			10.0000	
							More...
----- Select Item -----							
?Item / Search words	Quantity	?Price	N/C	?Ship to	?Ship via	?Whse	
000001.15.32			N	1	UPS	MIA	
F1=Help	F3=Exit	F7=Bkwd	F8=Fwd	F12=Cancel	F13=Header	F14=Cust Notes	
F15=Orders	F16=Cust Info				F17=AR	F18=Header Notes	
F20=Totals	F22=Delete				F23=Review		

Order Entry Item Selection panel (figure 18)

2. Type a numeric **Scale Value** that you want **ORDER POWER!** to match. You can type another **Style/Scale Separator** and **Scale Value** to narrow the search criteria. Press **Enter** to process.

**NOTE:** You must enter an exact **Scale Values**, in the correct sequence order, and include the correct number of separators. For example, to search for **SHOES0000100085**, you could enter:

**SHOES.1.85 or SHOES.1 or SHOES..85**

**ORDER POWER!** displays a lists of **Style Items** that meet the search criteria you entered.