

Create Costume (Apparel) Vendors and Vendor Size Charts

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See a short (2:06) video tutorial on Creating Vendors & and Vendor Size Charts



Prior to creating vendors, **Add Drop-down Values for Costumes (Apparel) - Vendor Type and Size.**

Create Vendors

Enter the vendors your organization typically uses here.

1. Point to **Tools** in the menu bar and select **Costume Management**.
 2. Choose **Vendors/Size Charts** on the left menu.
 3. Select **Add Vendor** to add a new vendor.
 4. In the *Add Vendor* window, enter the vendor details and **Save**.
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Add Vendor

*Vendor Name:

*Vendor ID:

Type: Costume Edit options under Tools - Edit Settings - Edit Drop-down Lists

Contact:

Address1:

Address2:

City: State: Zip:

Phone: Fax:

Email:

Website:

Notes:

- Have used them since Spring 2014

Create Vendor Size Charts

After creating each vendor, add size charts for each vendor's specific sizing standards. Multiple size charts may be created for each vendor as needed.

Costume Management

[← RETURN](#)

GETTING STARTED

Size Costumes

VENDORS/SIZE CHARTS

AUTO-SIZE COSTUMES

Manage Vendors
Add Vendor

View 1 - 2 of 2
Print
Refresh
2 columns hidden
Show/Hide Columns
Restore Columns

	Vendor Name ¹	ID	Type	Address	City	State	Zip	Phone	Email
1	Costume Gallery	CGallery	Costume	530 Wilson Avenue	Huntersville	NC	28078	(555) 282-7777	cgallery@email.com
2	DreamWhere	DREAM	Costume	14 Harvard Blvd	Huntersville	NC	28078	(704) 555-1375	dreamwhere@email.com

Use the Pencil icon to access the Manage Vendor options.

1. Point to **Tools** in the menu bar and select **Costume Management**.
2. Use the **Pencil** icon next to the vendor to access the *Manage Vendor* menu.
3. Select **Size Charts**.
4. Click the **Add New Chart** button.
5. Enter a **Chart Name** for the size chart.
6. Using the vendor's size chart, enter sizes & girth measurements and **Save**. Size names (Example: Child X-Small) are created in **Tools > Edit Settings > Drop-down Lists** See [Add Student Sizes](#).

Add Size Chart

Chart Name: Revolution Male Measurements

#	Size	From	To
1	Child Small ▾	42	46
2	Child Medium ▾	46.5	51
3	Child Large ▾	51.5	56
4	Child X-Large ▾	56.5	59
5	Adult Small ▾	59.5	61
6	Adult Medium ▾		
7	▾		
8	▾		
9	▾		
10	▾		
11	▾		
12	▾		
13	▾		
14	▾		



Working with a Vendor Size Chart

- To add more sizes select the **Add Sizes** button.
- Edit a size using the **Pencil** icon.
- Delete a size with the **Trashcan** icon.
- Filter multiple charts for the same vendor by selecting a chart in the **Filter by Chart** drop-down list.
- Rename the size chart by clicking the **Rename Chart** button.
- Delete the size chart by selecting the chart to be deleted in the **Filter by Chart** drop-down list and then clicking the **Delete Chart** button.
- Click the **Print** button to print the Chart.
- Click **Refresh** to update the chart after making changes.

Vendor: DreamWhere

← RETURN

← RETURN TO COSTUME MGMT.

Manage Vendor

- VENDOR DETAILS
- SIZE CHARTS**
- CLASS-ASSIGNED ITEMS
- ORDER HISTORY

All Size Charts Add New Chart Rename Chart Delete Chart

Filter by Chart: Female Measurements ▾

Add Sizes 

View 1 - 7 of 7 Print Refresh

		Girth From	Girth To	Size
		36.00	39.00	Child X-Small
		39.50	43.00	Child Small
		43.50	48.00	Child Medium
		48.50	52.00	Child Large
		52.50	58.00	Adult Small
		58.50	61.00	Adult Medium
		61.50	64.00	Adult Large

Annotations:

- A vendor can have multiple size charts. When there is more than one, you are able to filter by chart.
- Edit a size entry.
- Delete a size entry.