

Add Items to a Costume (Purchase) Order

Last Modified on 11/03/2020 12:34 am EST

If additional costumes are added after an order has been created, use **Add Items to Order** to add costumes to the existing order.

- Point to **Tools** in the main menu and click **Costume Management**.
- In the left menu, click **Add Items to Order**.
- Select a **vendor** from the drop down list (mandatory).
- Add any other filter criteria you need.
- Click **View Available Items**.
- Any available items for that Vendor will display.
- *Item Name*, *Class Name*, and *Primary Instructor* are clickable, and can be used to further investigate the available item(s).
- If you do not want to include the item on an existing order, uncheck the **Order** checkbox.
- If you do want to include the item on a existing order, leave the **Order** box checked.
- When complete, click **Add to Existing Order**.

Order - Available Items										
<div>Return Costume Main Menu Add To Existing Order</div> <div>Showing Available Costume(s)/Item(s) with a Qty>0 that are not yet ordered (not assigned to any order)</div> <div>Check All Rows Uncheck All Rows</div> <div>3 record(s) found. Print Refresh</div>										
Item Name	Class Name	Primary Instructor	Style	Color	Size	Qty	Unit Price	Total Price	Deposit Req.	Order?
Elegance - Adult	Turns & Leaps Th 4 pm	Jen Beta	1 pc	hunter green	Adult Medium	1	85.00	85.00	45.00	<input checked="" type="checkbox"/>
Elegance - Child	Turns & Leaps Th 4 pm	Jen Beta	1 pc	hunter green	Child Small	1	63.00	63.00	45.00	<input checked="" type="checkbox"/>
Rhapsody in Blue	Beginner Dance Fr 9:30am	Zipperina Jackrabbit			Child Large	1	47.99	47.99	45.00	<input checked="" type="checkbox"/>
Totals						3	195.99	195.99	135.00	
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- In the *Add Items to Order* pop-up box, select an created **Order ID** from the drop down list.
- Click **Add Items**.
- Click **OK**