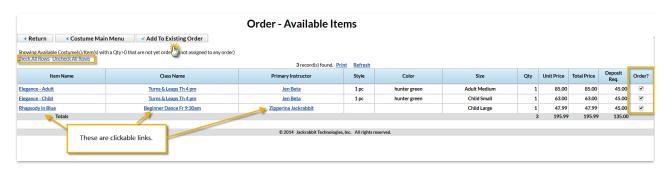
Add Items to a Costume (Purchase) Order

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.



- In the Add Items to Order pop-up box, select an created Order ID from the drop down list.
- Click Add Items.
- Click **OK**