

How to Set Tabs in Inventory Item Master

When adding or changing item master records, it is not necessary to stop at every field. "Tab Settings" can be established so that the cursor stops only at those fields in which you want to enter information. After making entries, [F10] is pressed to save the record. Tab settings remain in effect until you exit the Main Inventory screen .

1. From the Main Menu, select Inventory.
2. From the Inventory Menu, select Item Master.
3. From the Main Inventory screen, press the [F8] key to set Tabs.

MM/DD/YYYY							TAB SET FOR MAIN INVENTORY							
Item No:	__						Vendor Code:	__				Sort:	__	
UPC Num:	__						Description:	__						
Product Group:	__		Sub Group:	__			Stock:	__		Display:	__	Serial #:	__	
Related:	__						Qty:	__		Chrg:	__	Room:	__	
							Note:	__						
Prices:	RETAIL		OUR \$		BUILDER		SPECIAL		MSC		Base/Costs			
-----	__		__		__		__		__		__		__	
	__		__		__		__		__		__		__	
LBR	__		__		__		__		__		__		__	
Promo:	__		THRU	__		Level:	__	Pr/ADJ:	__		Avg Cost:	__		
Round:	__		Mfg:	__							Last Rec:	__		
Room:	__		Pop:	__	LBR :	__	Free:	__	Supplier:	__	Archive:	__	Net:	__
Ext. Sales:	__		Loc:	__		Div:	__	Alt:	__				Tax:	__
											/			__
Quantities:	On Hand:	__			On Order:	__			Reorder Level:	__				
-----	Reserved:	__			Backorder:	__			Minimum ROL:	__				
	Available:	__			Special:	__			Pkg:	__				
	CBO:	__			Weight:	__			Date Last Purch:	__				
									Date Last Rec:	__				
									Date New Item:	__				
ENTER 'Y' TO STOP / 'N' OR ' ' TO NOT STOP. MUST RETURN THROUGH ALL FIELDS .														

4. On the Tab Set for Inventory screen, enter a "Y" in each field in which the cursor should "stop" allowing you to enter information. Press the [Enter] key to bypass fields for which the cursor should not stop. The following screen provides a sample of tab settings used when adding or changing the following fields: Item#, Vendor Code, Description, Stock, Cost "E", Cost "F," Supplier, Archive and Division.

You should modify the tab settings shown on the following page as needed. For example, if you are editing item master records to enter the Quoted cost in cost field "F," it would be necessary to stop only at three fields: Item number, Cost field "F" and the Supplier field (for entry of Q).

Tab settings remain in effect unless you change them or exit the program. If you wish to RE-SET the tab stops while adding or changing items, simply press F8.

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SAMPLE

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MM/DD/YYYY                TAB SET FOR MAIN INVENTORY
Item No:  Y                Vendor Code: Y   Sort:
UPC Num:                    Description: Y
Product Group:   Sub Group:   Stock: Y   Display:   Serial #:   Kit Flag:
Related:                    Qty:       Chrg:   Room:     Note:

Prices:   RETAIL   OUR $   BUILDER   SPECIAL   MSC
Base/Costs
-----
                                Y       Y

LBR
Promo:                    THRU           Level:   Pr/ADJ:           Avg Cost:
Round:   Mfg:                    Last Rec:
Room:   Pop:   LBR :   Free:   Supplier: Y   Archive:   Net:   Tax:
Ext. Sales:   Loc:           Div: Y   Alt:   _   _

Quantities:  On Hand:   _   On Order:   _   Reorder Level: _
-----
Reserved:   _   Backorder: _   Minimum ROL:  _
Available:   _   Special:   _   Pkg:   _   _   _
CBO:        _   Weight:   _   Date Last Purch: _
                                                Date Last Rec:  _
                                                Date New Item:  _

ENTER 'Y' TO STOP / 'N' OR ' ' TO NOT STOP.  MUST RETURN THROUGH ALL FIELDS .
ARE ALL ENTRIES CORRECT Y OR N ?
    
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5. Answer "Y" to the question "Are all entries correct Y or N?"
6. Press [Enter] after entering information in a field. The cursor will move to the next field that is designated as a "tab set." Information can be entered in a field for which a tab was not set. Once you have *passed* the field, use the "up arrow" key to move the cursor back to the desired field. Enter the information and press [Enter].
7. When adding a new item number, Tag-N-Trak will stop at several fields automatically (without having an answer of "Y") in the Tab Set screen. These fields are as follows: Sort, Serial #, Kit Flag, and Ext Sales.
8. When adding a new item, press [F10] when finished entering information. Respond "Y" to the "OK to Add?" prompt.
9. When making changes to existing inventory items, always press the [F10] key to save the changes.
10. When finished adding or changing inventory items, press the [F12] key and highlight "Exit." This will place the user at the Inventory Menu. **The next time items are added or changed, it will be necessary to RESET the TAB SETTINGS.**