Delete Related Items on Item Master

This procedure explains how to delete related items from the item master. An item can have a maximum of four related items. As a general rule of thumb, when deleting related items, always delete the last related item first and move backward. This is explained in detail using examples below.

1. Select Item Master from Inventory Menu.

2. Enter item number that has one or more related items that need to be deleted.

3. Refer to the following three examples:

   A. One related item is set up and you want to delete it. Press **[F12] L** (for re**L**ated item). The cursor will be resting on the related item number.

   - Press [Enter] to move cursor to the Qty field.

   - Press [Delete] key (<u>not F6</u>) and [Up Arrow].

   - Press [Delete] in vendor code field and [Up Arrow].

   - Press [Delete] in related item number field and then [F10] to save.

   B. Four related items are set up and you want to delete the 2nd, 3rd, and 4th, but keep the first. Press **[F12] L** (for re**L**ated item). The cursor will be resting on the first of four related items.

   - Press [Enter] key to move cursor to the **Qty field of the 4th item**.

   - Press [Delete] and [Up Arrow] in the Qty, vendor code and related item number fields of the 4th related item. [Up Arrow] to move cursor to the Qty field of the <u>third related item</u>.

   - Press [Delete] and [Up Arrow] in the Qty, vendor code and related item number fields of the 3rd related item. [Up Arrow] to move cursor to the Qty field of the <u>second related item</u>.

   - Press [Delete] and [Up Arrow] in the Qty, vendor code and related item number fields of the 2nd related item. Press **[F10] to SAVE**.

   C. Four related items are set up and you want to delete the 2nd and 4th lines, but keep the 1st and 3rd. Press **[F12] L** (for re**L**ated item).

   - Press [Enter] key to move cursor to the 2nd related item number field.

   - Type over the 2nd related item with the related item on the 3rd line. Change the Qty, Chrg, and Room fields as needed to match the 3rd line.

   - Press [Enter] key to move cursor to the **Qty field of the 4th item**.

   - Press [Delete] and [Up Arrow] in the Qty, vendor code and related item number fields of the 4th related item. [Up Arrow] to move cursor to the Qty field of the <u>third related item</u>.

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- Press [Delete] and [Up Arrow] in the Qty, vendor code and related item number fields of the 3rd related item.   **Press [F10] to SAVE**.

- The 3rd and 4th related items will be deleted. The 2nd related item will be saved with what was originally the 3rd related item.