

The intelligent choice.



# **IQ STYLES MANAGEMENT**

## P R E F A C E

This is the IQ Styles Management guide for IQ Retail (PTY) Ltd Accounting Software Systems. It will cover in detail, the technical aspects which are applicable to the IQ Enterprise Accounting Software system.

The IQ Styles Management document will by no means make an expert of you, but it will aid in configuration of the IQ Styles Management for it to function correctly with the IQ Enterprise Accounting Software system.

Although every effort has been made to keep this IQ Styles Management document up to date, some of the screen examples may not be 100% the same as the ones reflected in previous versions of IQ Styles Management. This is due to the continuous development and improvement of the IQ System.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the IQ Styles Management document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback to improve the IQ Styles Management document in some way or another.

Regards,

IQ Retail (PTY) LTD



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# IQ STYLES MANAGEMENT

## INTRODUCTION

Style Management has been designed to assist with the management of stock with the same sizes and colours in a specific style. It is commonly used in the clothing trade, where one would have for example golf shirts in different sizes and in different colours. One can have small, medium and large golf shirts in blue, but the same sizes also in red and green.

Style Management makes it possible that the user doesn't have to create each item individually for each size and colour for each style.

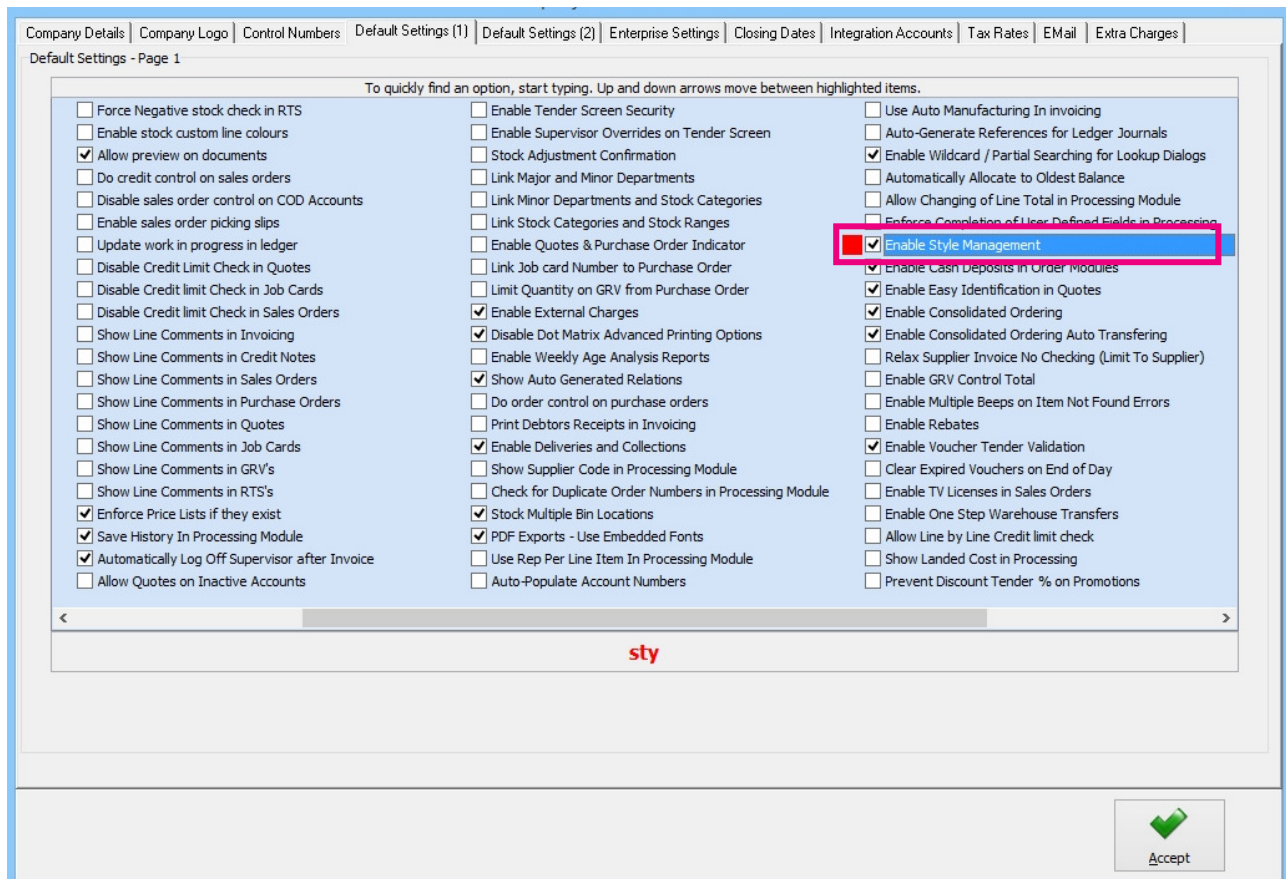
## SETUP

There are a few settings to setup for Style Management to work correctly.

### ENABLE STYLE MANAGEMENT

If Style Management is not enabled in the Company Details, the system will only allow the user to create normal stock items (each individually).

From the IQ main menu, select Utilities, Setup, Company Details and select the Default Settings (1) tab.



Tick the box next to the “Enable Style Management” option.

The Style Management Format is used to generate a Stock Code during the creation of a new Stock Item, if the setting “Do Style Management” has been enable.

Style Management Format can be set by selecting the next tab in Company Details, Default Settings (2).

Company Details | Company Logo | Control Numbers | Default Settings (1) | **Default Settings (2)** | Enterprise Settings | Closing Dates | Integration Accounts | Tax Rates | Email | Extra Charges

Default Settings - Page 2

Prime Interest Rate	12.00	Year to Date Calculation	Financial Year
Price Decimals (Invoicing and Sales Orders)	2	Style Management Format	#####CCSS
Price Decimals (Goods Receiving)	2	Reason Confirmation in Processing Modules	<input checked="" type="checkbox"/> Line Discount <input checked="" type="checkbox"/> Price Changes
Price Decimals (Pricelists)	2	Default Cost for Credit Notes	System Determined Cost
Quantity Decimals	2	Cash Deposit Min %	0.00
Price Round up/down to (Example: -0.05 or 0.05)	0.00	GRV Document Number Generation Method	Supplier Invoice Number (default)
POS Total Round up/down to (Example: -0.05)	-0.05	GRV Control Total Variance Allowed	0.00
Invoice Account Total Rounding (Example: -0.05)	0.00	Airtime Provider	AMS
Warning if Sales/GRV Quantity is greater than	0.00	EFT Provider	Disabled
Cost Code (Example MELBORACIS or FITALREBUS)	0	Loyalty Provider	IQ Offline Loyalty
Maximum GRV% Variance	0.00	IQ Offline Loyalty Reward Rate	0.00
Maximum Currency Value	0.00	IQ Offline Loyalty Redeem Rate	0.00
Maximum Quantity Value	0.00	Default Debtor Terms	N/A
Local Currency	ZAR	Default Creditor Terms	N/A
Check selling under Cost based on	Latest Cost	Bill Payment Provider	Disabled
Default Cost for Goods Receiving and Purchase Orders	Base Cost		
Default Stock Posting Method	Perpetual Control		
Clear Sales History for Promotional Items After X Days	0		
Currency Display String	R		
Number Of Days Before Quotes Expire	0		
Default Backup Location	Choose Folder		
Default Export Location	Choose Folder		
Protect Cost on Stock Adjustments	<input type="checkbox"/> Highest Cost <input checked="" type="checkbox"/> Latest Cost		

Settings Information  
The Style Management Format is used to generate a Stock Code during the creation of a new Stock Item if the setting "Do Style Management" has been enabled.

Accept

The Style Management Format Symbols are:

# - Number Character

C – Colour

S – Size

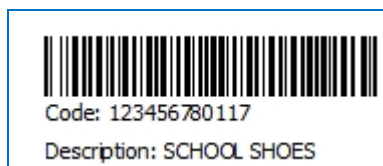
Default Style: #####CCSS

**IMPORTANT:** Once the Style Management Format is set, the user should try to never change it. If the Style Management Format is changed, the system will not recognise the item codes created on the old Format, as Style Management codes anymore.

**NOTE:** The quantity of characters in a stock item code is limited to 15 characters. Because some scanners might not be able to scan a 15-character barcode, it is advisable to limit the characters of stock item codes to 12 characters or less.

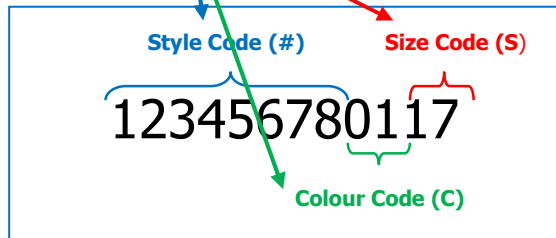
**NOTE:** The user must make sure that the Style Management format that they use, will be in accordance with the barcode that they select to use for label printing.

Example of a barcode for a 12-character item code:



In the screen below is how the Style Management Format is selected in Stock Maintenance:

Stock Details		Stock Pricing	User Defined Data	Multiple Barcodes	Item Suppliers	Additional
Item Code	123456780117					
Style	12345678				SCHOOL SHOES	
Description	SCHOOL SHOES					
Item Category	Stock Item					
Major Department	008				Clothing	
Minor Department	0003				Shoes	
Categories	003				BOYS	
Ranges	005				SHOES	
Cycle						
Barcode	123456780117					
General Code						
Stock Type						
Colour	1				BLACK	
Size	17				MEN 4	



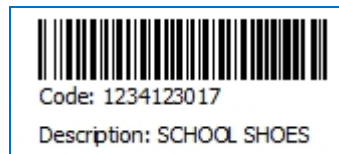
**Style Management Item Code**

**NOTE:** If the user creates colour or size codes with more than two (2) characters, he will have to change the Default Style accordingly. More C's or S's can be added, just if the total characters don't exceed maximum characters.

For example: The default style can be changed to look like this:

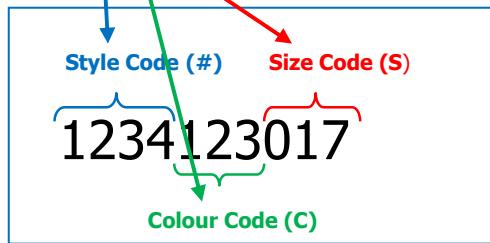
####CCSSS – in this case the colour codes are limited to 3 (three) characters and the size codes are limited to 3 (three) characters. The # - number characters for the Style are limited to 4 (four) characters.

Example of a barcode for a 10-character item code:



In the screen below is how the Style Management Format is selected in Stock Maintenance:

Stock Details	Stock Pricing	User Defined Data	Multiple Barcodes	Item Suppliers	Additional
Item Code	1234123017				
Style	1234				SCHOOL SHOES
Description	SCHOOL SHOES				
Item Category	Stock Item				
Major Department	008				Men's Clo.
Minor Department	0003				Clothing
Categories	003				BOYS
Ranges	005				SHOES
Cycle					
Barcode	1234123017				
General Code					
Stock Type					
Colour	123				BLACK
Size	17				MEN 4

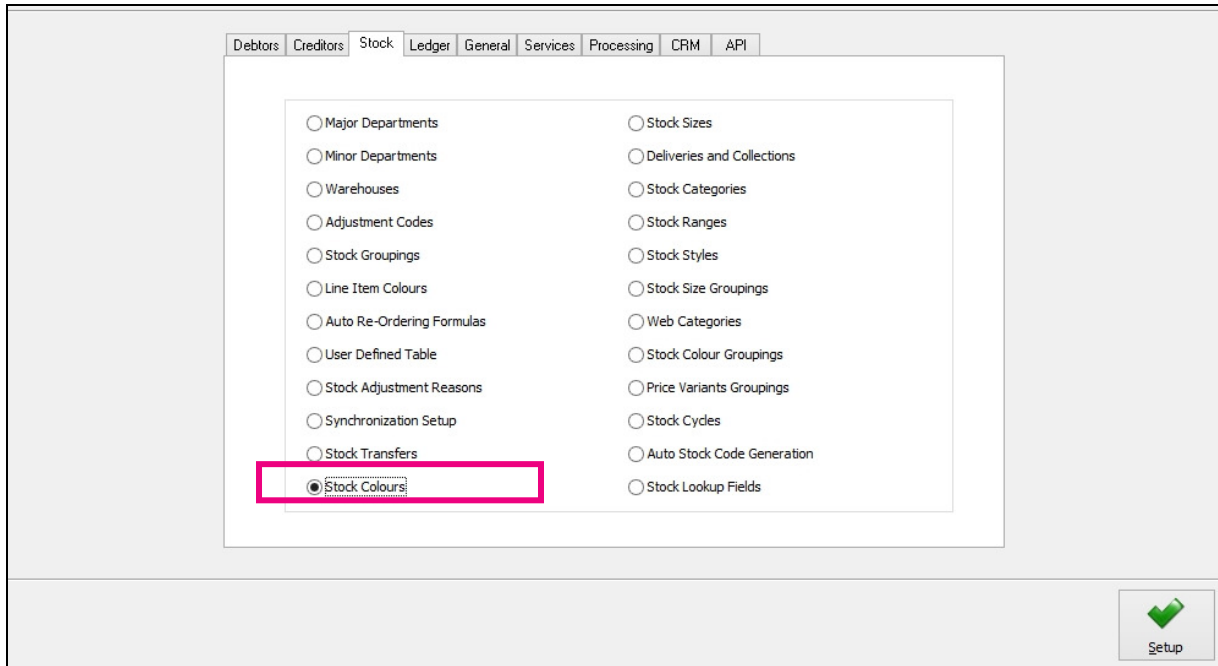


**Style Management Item Code**

Select the Accept button on the bottom of the Default Settings (2) screen to save the changes made to the Style Management Format setup.

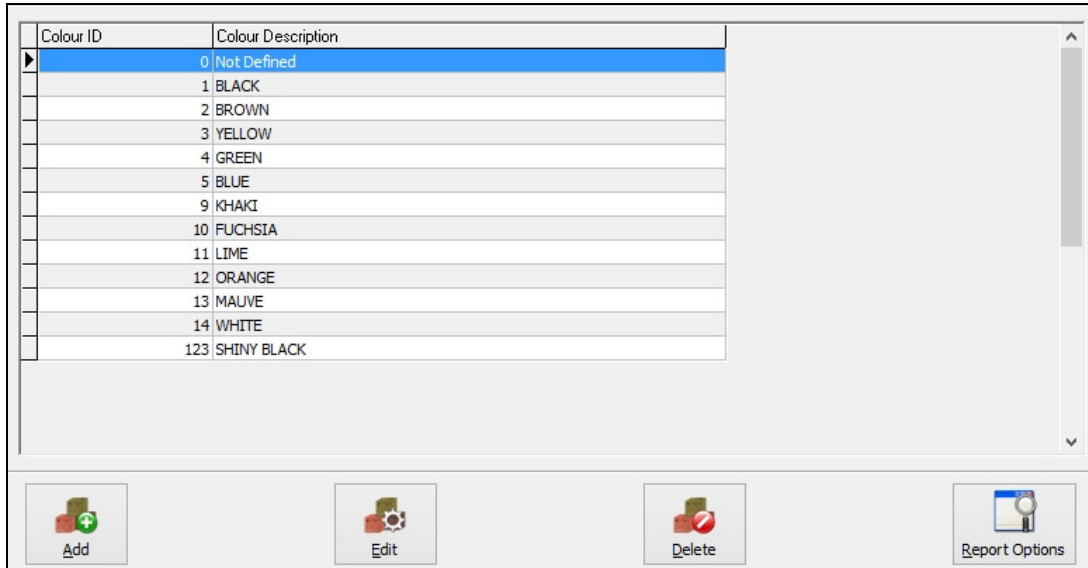
## SETUP COLOURS AND SIZES

To setup the possible Colours and Sizes to be used, from the IQ main menu, select Utilities, Setup and select the Module Parameters (Default Tables) option. Click on the Stock tab.



### STOCK COLOURS

The user will have to create all possible colours that he might use in the system, for all styles in this setup table.



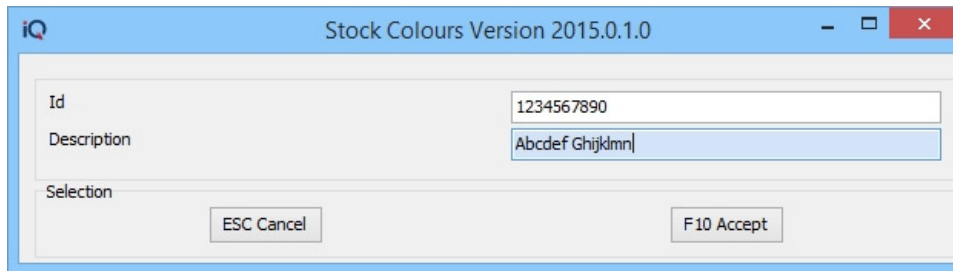
### DETAILS

<b>COLOUR ID</b>	The Colour ID represents the identification number used to identify the specific colour. Only numerical Id's are accepted.
<b>COLOUR DESCRIPTION</b>	The Colour Description is the colour of the specific item in identifiable words. The description consists of 15 characters.



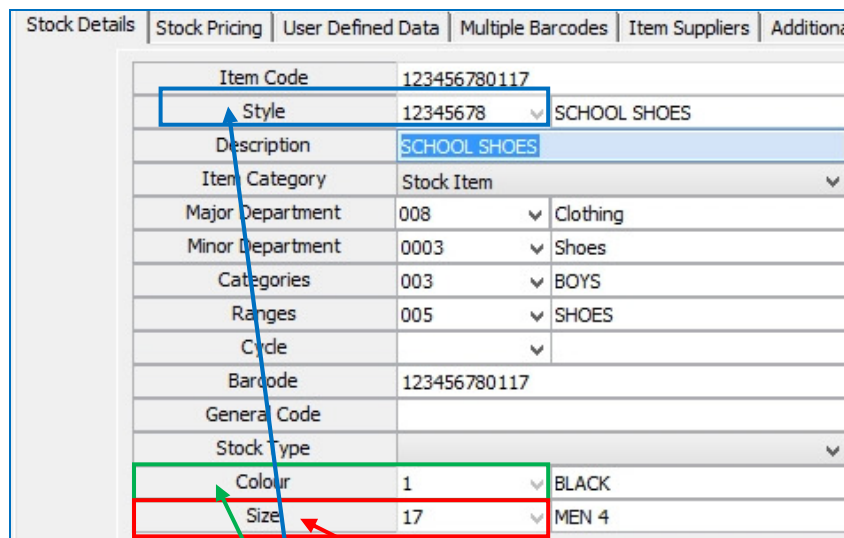
**BUTTON FUNCTIONALITY**

<b>ADD</b>	The Add option allows the user to add more stock colours to the list.
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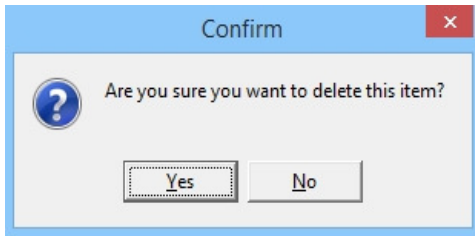


**NOTE:** Limit the quantity of characters for the ID for the Stock Colours to the quantity specified in the Style Management Format in Defaults Settings (2).

The screen below is how the Style Management Format is selected in Stock Maintenance:



**Style Management Item Code**

<b>EDIT</b>	<p>The Edit option allows the user to edit or change an existing colour description.</p> <p><b>NOTE:</b> The Colour Id is a unique number used to identify a colour. The number can't be edited.</p>
<b>DELETE</b>	<p>The Delete option allows the user to delete a selected colour that won't be used again.</p> 

	The user will see a dialogue box enquiring if the user is sure that he wants to delete this item. If the user click on “Yes”, the selected colour will be permanently deleted from the list.
<b>REPORT OPTIONS</b>	The Report Options allows the user to Preview, Print or Design the report of available colours on the system.

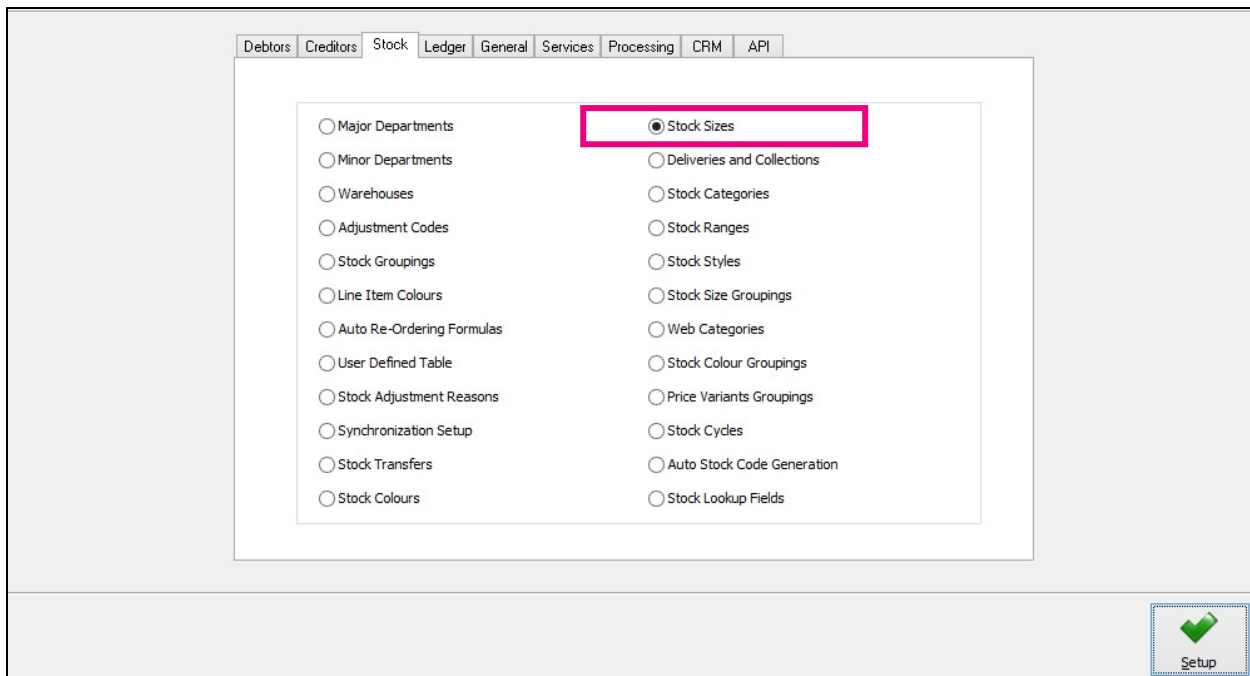
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**Stock Colors - Listing**

<u>ColourID</u>	<u>Description</u>
0	Not Defined
1	BLACK
2	BROWN
3	YELLOW
4	GREEN
5	BLUE

### STOCK SIZES

The user must setup all possible sizes he would use for stock in the system.



Size ID	Size Description
0	Not Defined
1	SMALL
2	MEDIUM
3	LARGE
4	X-LARGE
11	34MM
12	36MM
13	38MM
14	40MM
20	MEN 7
21	MEN 8
22	MEN 9
23	MEN 10
123	1 MAN
124	2 MAN
125	4 MAN

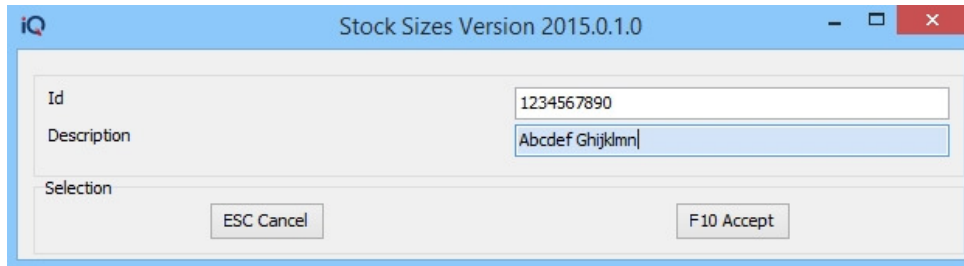
Add      Edit      Delete      Report Options

**DETAILS**

<b>SIZE ID</b>	The Size ID represents the identification number used to identify the specific size. Only numerical Id's are accepted.
<b>SIZE DESCRIPTION</b>	The Size Description is the size of the specific item in identifiable words. The description consists of 15 characters.

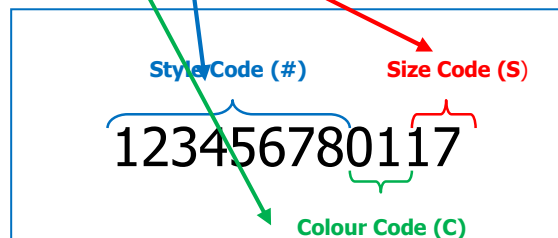
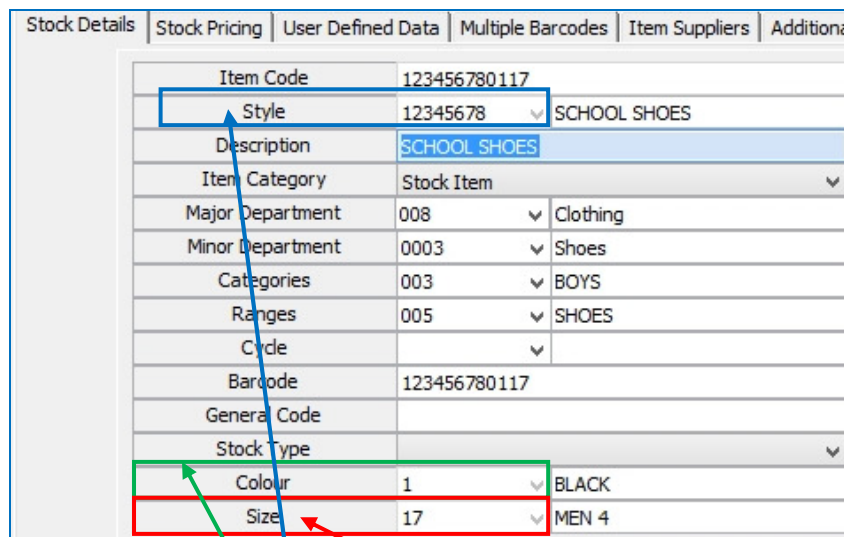
**BUTTON FUNCTIONALITY**

<b>ADD</b>	The Add option allows the user to add more Stock sizes to the list.
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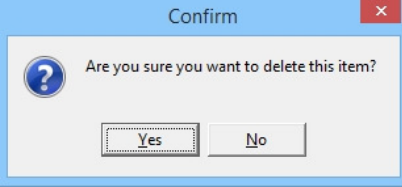
**NOTE:** Limit the quantity of characters for the ID for the Stock Sizes to the quantity specified in the Style Management Format in Defaults Settings (2).

The screen below is how the Style Management Format is selected in Stock Maintenance:



**Style Management Item Code**

<b>EDIT</b>	The Edit option allows the user to edit or change an existing sizes description. <b>NOTE:</b> The Size Id is a unique number used to identify a size. The number can't be edited.
<b>DELETE</b>	The Delete option allows the user to delete a selected size that won't be used again.

	 <p>The user will see a dialogue box enquiring if the user is sure that he wants to delete this item. If the user click on “Yes”, the selected size will be permanently deleted from the list.</p>
<b>REPORT OPTIONS</b>	<p>The Report Options allows the user to Preview, Print or Design the report of available sizes on the system.</p>

IQ HO		Date Printed: 28/05/2015	1 of 1
<b>Stock Sizes - Listing</b>			
<u>Size ID</u>	<u>Description</u>		
0	Not Defined		
1	SMALL		
2	MEDIUM		
3	LARGE		
4	X-LARGE		
11	34MM		
12	36MM		

### OTHER HELPFUL SETUPS

A few other setups which will assist in Style Management, are Stock Size Groupings and Stock Colour Groupings.

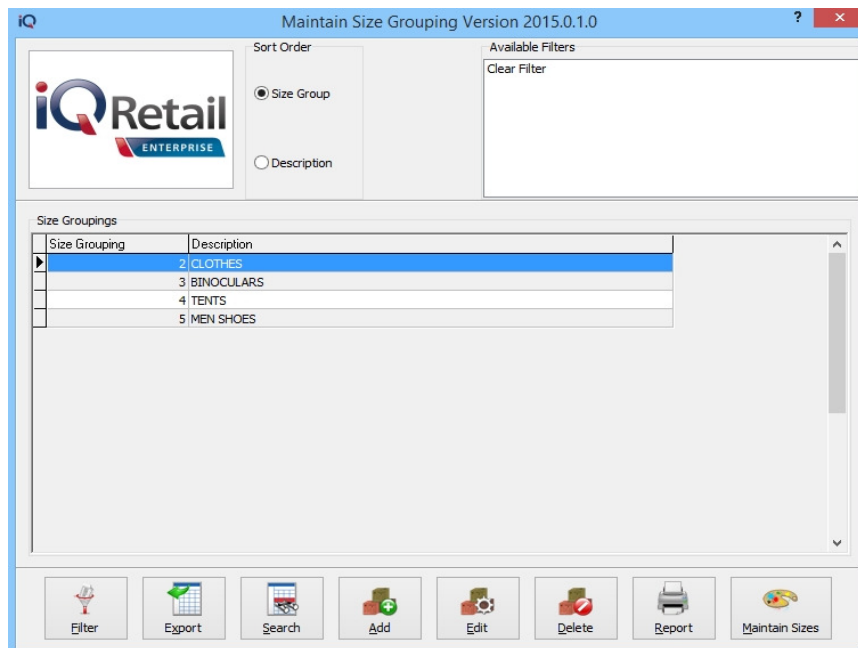
### STOCK SIZE GROUPINGS

The Stock Size Groupings allow the user to group Stock sizes together, so that the user doesn’t have to look through the whole list of sizes to find the specific sizes applicable for the stock items in a specific style.

For example, if the user wants to add school shoes to his stock styles, he will have to use the sizes used for shoes, like 2 to 14 and not for the sizes small, medium or large.

When a Stock Size Grouping is created, and used for the creation of the style, the user will only see the selected sizes in the group and not the whole list of possible sizes. The user will only be able to select the sizes added to the specific Stock Size Group.

The setup Stock Size Groupings, select Utilities from the IQ main menu and click on Setup. Select the Module Parameters and then the Stock Tab. Select Stock Size Groupings and click on the Setup button on the bottom of the screen.



**SORT ORDER**

The Sort Order allows the user to change the sequence of the Size Groupings listed. The user can choose if the Size Groupings should be listed in group order or in description order.

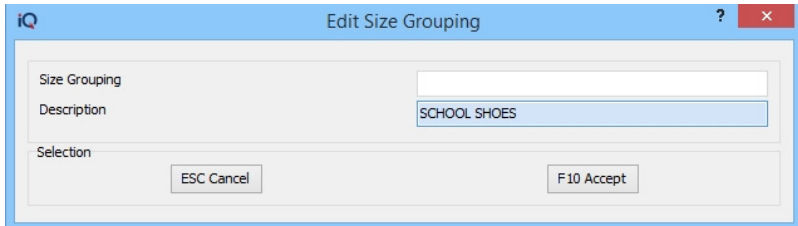
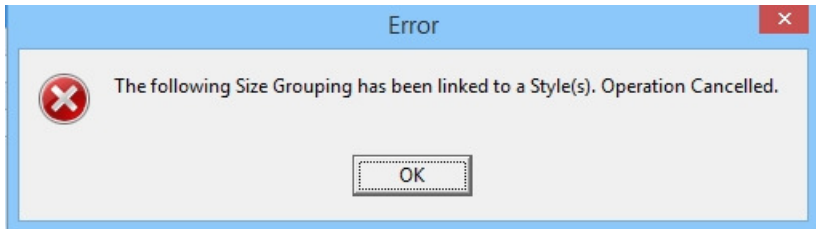
**AVAILABLE FILTERS**

If filters were created and saved, they would appear in the top right corner of the screen. Double click on a filter to activate it and double click on "Clear Filter" to see all the Size Groups.

**SIZE GROUPINGS**

<b>SIZE GROUPING</b>	The Size Grouping is a unique number which is automatically allocated to a new group when it is added.
<b>DESCRIPTION</b>	This would be the description of the Size grouping.

**BUTTON FUNCTIONALITY**

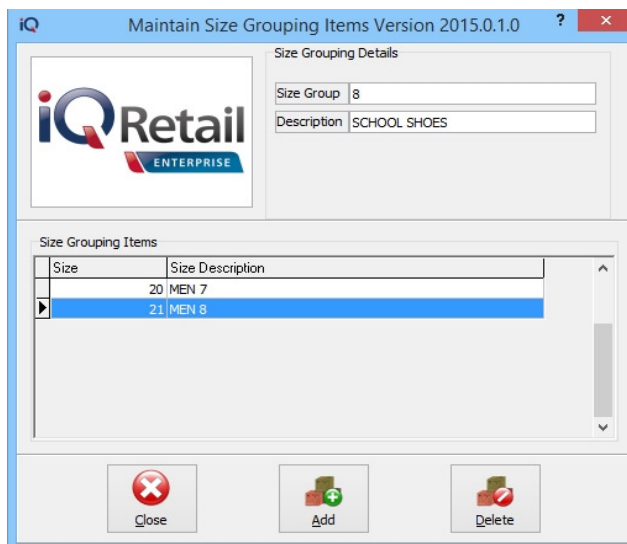
<b>FILTER</b>	The Filter option allows the user to filter for specific information he wants to see on the screen. Filters can be save for future use.
<b>EXPORT</b>	The Export option allows the user to export the information on the size grouping list in the following formats: .CSV (comma delimited), TXT, HTML, XML and XLS (Excel).
<b>SEARCH</b>	The Search option allows the user to search for specific information on the Size Grouping list.
<b>ADD</b>	<p>The Add option allows the user to add new Size Groupings to the list.</p>  <p>The user only needs to add the Size Grouping Description. The system will automatically allocate the next number to the new Size Grouping.</p>
<b>EDIT</b>	The Edit option allows the user to change the description of an existing Size Grouping.
<b>DELETE</b>	<p>The Delete option allows the user to delete existing size Groupings. If the Size Grouping is still linked to a Style(s), the system will not allow the Size Grouping to be deleted.</p> 
<b>REPORT</b>	The Report option allows the user to preview, print or design the existing Size Groupings.

IQ HO		Date Printed: 28/05/2015		1 of 1	
<b>Size Groupings</b>					
Data Filter: No Filter Specified					
<u>Size Grouping</u>	<u>Size Grouping Description</u>		<u>Size</u>	<u>Size Description</u>	
2	CLOTHES		0	Not Defined	
			1	SMALL	
			2	MEDIUM	
			3	LARGE	
			4	X-LARGE	
3	BINOCULARS		12	36MM	
			11	34MM	
			13	38MM	
4	TENTS		123	1 MAN	
			124	2 MAN	
			125	4 MAN	
			126	6 MAN	
			127	8 MAN	
5	MEN SHOES		20	MEN 7	
			21	MEN 8	
			22	MEN 9	
			23	MEN 10	
8	SCHOOL SHOES		0	Not Defined	
*** END OF REPORT ***					

<b>MAINTAIN SIZES</b>	The Maintain Sizes option allows the user to maintain the sizes linked to a specific size grouping.
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**MAINTAIN SIZES**

The Maintain Sizes option allows the user to maintain the sizes linked to a specific size grouping.



**SIZE GROUPING DETAILS**

<b>SIZE GROUP</b>	This is the number identifying the selected size group.
<b>DESCRIPTION</b>	The description of the selected size group.
<b>SIZE GROUPING ITEMS</b>	These are the identifying numbers and descriptions of all the sizes linked to this selected size group.

<b>BUTTON FUNCTIONALITY</b>	<p><b>CLOSE</b></p> <p>The Close button allows the user to close the Maintain Size Grouping Items screen.</p> <p><b>ADD</b></p> <p>The Add option allows the user to add specific sizes to the selected Size Grouping. Click on the Accept button or F10 to add the size.</p> <p><b>DELETE</b></p> <p>The Delete option allows the user to delete selected sizes from the specific Size Grouping.</p>
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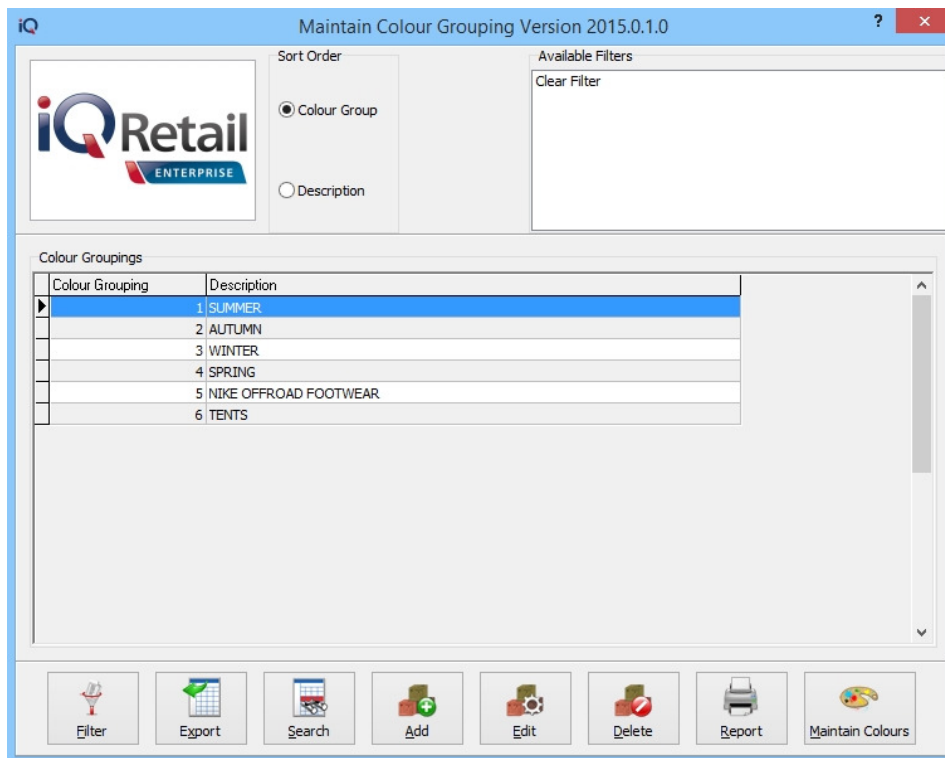
**STOCK COLOUR GROUPINGS**

The Stock Colour Groupings allow the user to group stock sizes together, so that the user doesn't have to look through the whole list of colours to find the specific sizes applicable for the stock items in a specific style.

For example, if the user wants to add school shoes to his stock styles, he will have to use the colours used for shoes, like black or brown and not for the colours white, pink, etc.

When a Stock colour Grouping is created, and used for the creation of the style, the user will only see the selected colours in the group and not the whole list of possible colours. The user will only be able to select the colours added to the specific Stock Colour Group.

The setup Stock Colour Groupings, select Utilities from the IQ main menu and click on Setup. Select the Module Parameters and then the Stock Tab. Select Stock Colour Groupings and click on the Setup button on the bottom of the screen.



**SORT ORDER**

The Sort Order allows the user to change the sequence of the Colour Groupings listed. The user can choose if the Colour Groupings should be listed in group order or in description order.

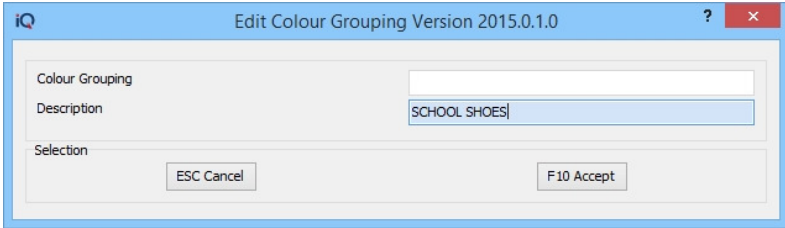

**AVAILABLE FILTERS**

If filters were created and saved, they would appear in the top right corner of the screen. Double click on a filter to activate it and double click on "Clear Filter" to see all the Colour Groups.

**COLOUR GROUPINGS**

<b>COLOUR GROUPING</b>	The Colour Grouping is a unique number which is automatically allocated to a new group when it is added.
<b>DESCRIPTION</b>	This would be the description of the Colour grouping.

**BUTTON FUNCTIONALITY**

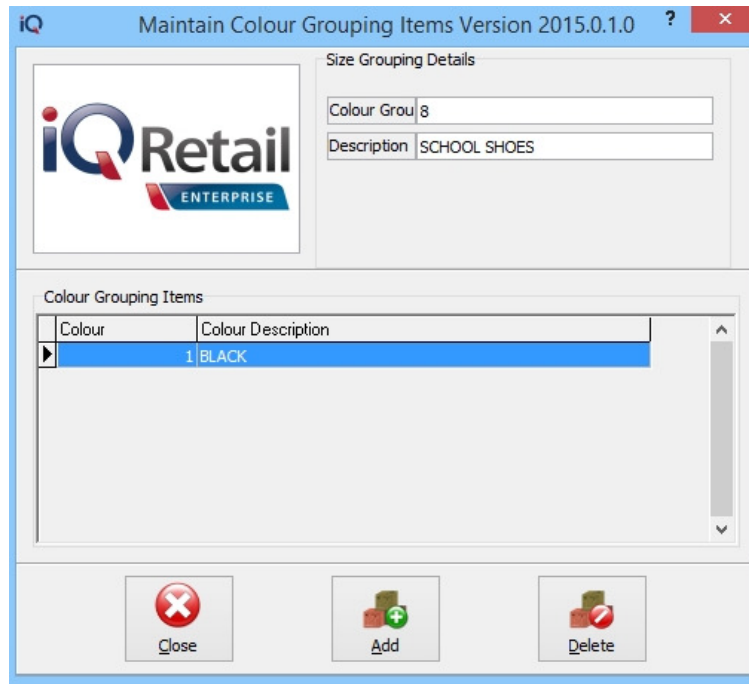
<b>FILTER</b>	The Filter option allows the user to filter for specific information the user wants to see on the screen. Filters can be save for future use.
<b>EXPORT</b>	The Export option allows the user to export the information on the colour grouping list in the following formats: .CSV (comma delimited), TXT, HTML, XML and XLS (Excel).
<b>SEARCH</b>	The Search option allows the user to search for specific information on the Colour Grouping list.
<b>ADD</b>	<p>The Add option allows the user to add new Colour Groupings to the list.</p>  <p>The user only needs to add the Colour Grouping Description. The system will automatically allocate the next number to the new Colour Grouping.</p>
<b>EDIT</b>	The Edit option allows the user to change the description of an existing Colour Grouping.
<b>DELETE</b>	<p>The Delete option allows the user to delete existing Colour Groupings. If the Colour Grouping is still linked to a Style(s), the system will not allow the Colour Grouping to be deleted.</p> 
<b>REPORT</b>	The Report option allows the user to preview, print or design the existing Colour Groupings.

IQ HO		Date Printed: 28/05/2015		1 of 1	
<b>Colour Groupings</b>					
Data Filter: No Filter Specified					
<u>Colour Grouping</u>	<u>Colour Grouping Description</u>	<u>Colour</u>	<u>Colour Description</u>		
2	AUTUMN	2	BROWN		
		10	FUCHSIA		
		13	MAUVE		
3	WINTER	<u>Colour</u>	<u>Colour Description</u>		
		1	BLACK		
		14	WHITE		
4	SPRING	<u>Colour</u>	<u>Colour Description</u>		
		4	GREEN		
		5	BLUE		



**MAINTAIN COLOUR**

The Maintain Colour option allows the user to maintain the colours linked to a specific colour grouping.



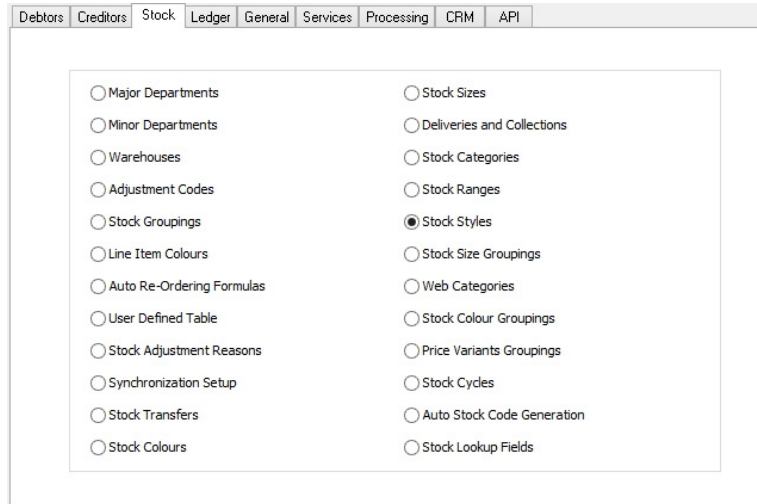
**COLOUR GROUPING DETAILS**

<b>COLOUR GROUP</b>	This is the number identifying the selected colour group.
<b>DESCRIPTION</b>	The description of the selected colour group.
<b>COLOUR GROUPING ITEMS</b>	These are the identifying numbers and descriptions of all the colours linked to this selected colour group.
<b>BUTTON FUNCTIONALITY</b>	<p><b>CLOSE</b> The Close button allows the user to close the Maintain Colour Grouping Items screen.</p> <p><b>ADD</b> The Add option allows the user to add specific colours to the selected Colour Grouping. Click on the Accept button or F10 to add the colour.</p> <p><b>DELETE</b> The Delete option allows the user to delete selected colours from the specific Colour Grouping.</p>

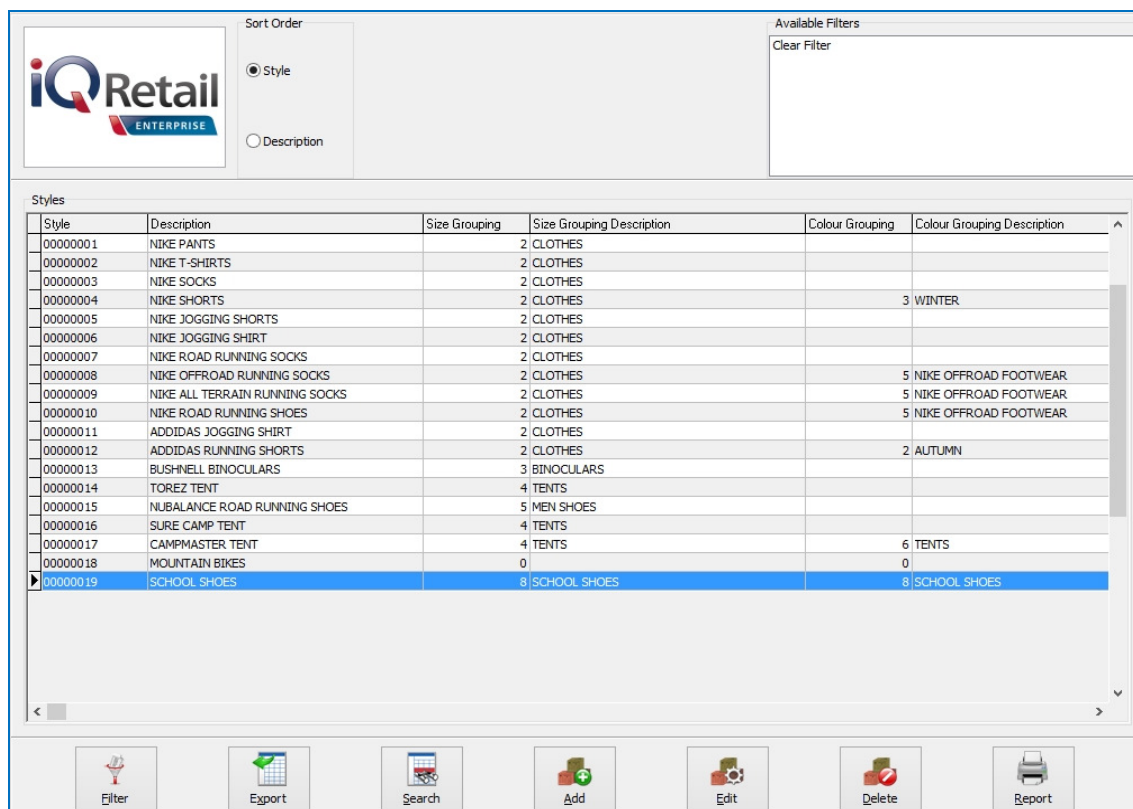
## SETUP STOCK STYLES

The system allows the user to create and manage specific stock styles in the system, to make Styles Management easier.

Stock Styles can be created and maintained in the system as follows: from the IQ main menu, select Utilities, Setup, Module Parameters and select the Stock tab.



Select the Stock Styles and click on the Setup button on the bottom of the screen.



### SORT ORDER

The Sort Order allows the user to sort the list of Stock Styles, either in Style order or in Description order.

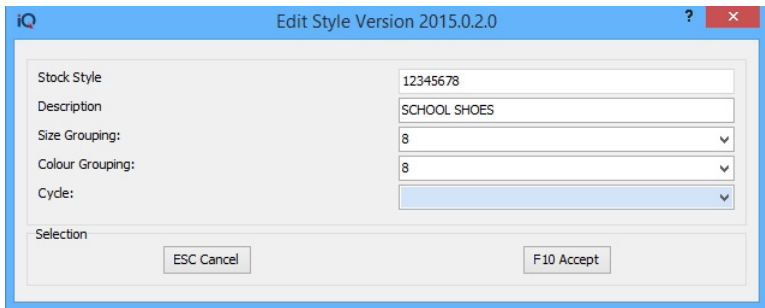
### AVAILABLE FILTERS

If any filters were created and saved for specific items on the list, their filter names would appear in this list. To apply an existing filter, double click on the filter and only the requested (filtered) information will appear on the screen. Double click on the Clear Filter to make everything on the list available again.

**STYLES**

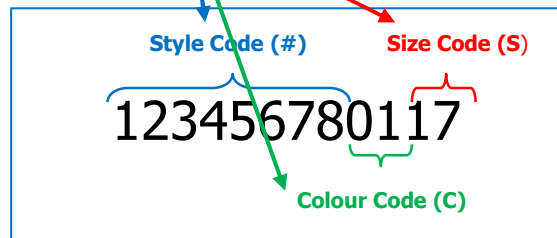
<b>STYLE</b>	The Style is the identifying number for this selected style. It must consist of the quantity of numbers as setup in the Default Settings (2) under Company Details. In our example, the Style Management Format was setup to have 8 (eight) numbers. Duplicate Style numbers are not allowed.
<b>DESCRIPTION</b>	The Style Description is a short identifying description of the selected style.
<b>SIZE GROUPING</b>	Size Groups can be setup to assist with the management of specific styles. For example, the user wants to create Stock Item codes for school shoes on the system. School shoes would normally be numbers in the sizes 2 to 14. It will not be sized as small, medium or large.
<b>SIZE GROUPING DESCRIPTION</b>	Size Grouping Description is used to provide a short identifiable description of the size group. For the example we are using, it will be School Shoes.
<b>COLOUR GROUPING</b>	Colour Groups can be setup to assist with the management of specific styles. For example, the user wants to create Stock Item codes for school shoes on the system. School shoes would normally be only available in black or brown. It will not be available in other colours.
<b>COLOUR GROUPING DESCRIPTION</b>	Colour Grouping Description is used to provide a short identifiable description of the colour group. For the example we are using, it will be School Shoes.

**BUTTON FUNCTIONALITY**

<b>FILTER</b>	The Filter option allows the user to filter for specific information on the Stock Style Maintenance screen.
<b>EXPORT</b>	The Export option allows the user to export the information on the Stock Styles Maintenance screen, in the following formats: .CSV (comma delimited), TXT, HTML, XML and XLS (Excel).
<b>SEARCH</b>	The Search option allows for the user to search for specific information on the Maintain Stock Styles screen.
<b>ADD</b>	<p>The Add option allows for the user to add a new Stock Style to the list of styles.</p>  <p><b>NOTE:</b> Limit the quantity of characters for the ID for the Stock Style to the quantity specified in the Style Management Format in Defaults Settings (2).</p>

The screen below is how the Style Management Format is selected in Stock Maintenance:

Stock Details	Stock Pricing	User Defined Data	Multiple Barcodes	Item Suppliers	Additional
Item Code	123456780117				
Style	12345678	SCHOOL SHOES			
Description	SCHOOL SHOES				
Item Category	Stock Item				
Major Department	008	▼	Clothing		
Minor Department	0003	▼	Shoes		
Categories	003	▼	BOYS		
Ranges	005	▼	SHOES		
Cycle		▼			
Barcode	123456780117				
General Code					
Stock Type					
Colour	1	▼	BLACK		
Size	17	▼	MEN 4		



**Style Management Item Code**

<b>STOCK STYLE</b>	The user must capture the new Stock Style, it must be in the same format as the Style Management Format was setup in Default Settings (2). In our example the Stock Style must start with 8 numbers.
<b>DESCRIPTION</b>	The description must be a short identifiable description for the Stock Style
<b>SIZE GROUPING</b>	If the user has setup a Size Grouping, he can click on the drop-down arrow and select the applicable Size Grouping, or the Size Grouping can be left open. If the field is left open, it will default to 0. When the items are created, the whole list of available sizes will appear for selection.
<b>COLOUR GROUPING</b>	If the user has setup a Colour Grouping, he can click on the drop-down arrow and select the applicable Colour Grouping, or the Colour Grouping can be left open. If the field is left open, it will default to 0. When the items are created, the whole list of available colours will appear for selection.
<b>CYCLE</b>	If the user has setup Stock Cycles, he can click on the drop-down arrow and select the applicable Stock Cycle, or the cycle can be left open.
<b>SELECTION</b>	<p><b>ESC CANCEL</b></p> <p>The user can discard the changes made to the Style by clicking on the ESC Cancel button, or just by closing the screen.</p> <p><b>F10 ACCEPT</b></p> <p>The user must click on the F10 Accept button or on F10 on the keyboard to accept the changes made or to save the new style.</p> <p><b>NOTE:</b> If the user doesn't save the information, the style will not be created.</p>

**BUTTON FUNCTIONALITY CONTINUE**

<b>EDIT</b>	The Edit option allows the user to maintain and/or change an existing Stock Style.
<b>DELETE</b>	<p>The Delete option allows the user to delete an existing Stock Style.</p> <p>The user will not be allowed to delete any existing Stock Style that have Stock Items belonging to the Style.</p> <div data-bbox="639 383 1342 607" style="border: 1px solid blue; padding: 10px; text-align: center;"> <p><b>Error</b> <span style="float: right;">✖</span></p> <p> There are Stock Items belonging to this Style. Operation Cancelled.</p> <p><input type="button" value="OK"/></p> </div>
<b>REPORT</b>	The Report option allows the user to Preview, Print or Design the list of Stock Styles.

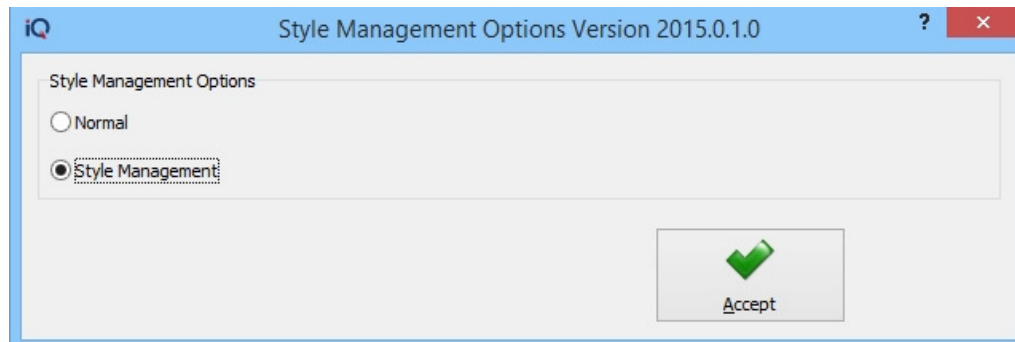
Stock - Styles						Page : 1
						Printed At : 05/06/2015 12:11:49
(Description NOT LIKE 'NIKE%')						
<u>Style</u>	<u>Description</u>	<u>Size Grouping</u>	<u>Size Grouping Description</u>	<u>Size Grouping</u>	<u>Size Grouping Description</u>	
00000011	ADDIDAS JOGGING SHIRT	2	CLOTHES			
00000012	ADDIDAS RUNNING SHORTS	2	CLOTHES	2	AUTUMN	
00000013	BUSHNELL BINOCULARS	3	BINOCULARS			
00000014	TOREZ TENT	4	TENTS			
00000015	NUBALANCE ROAD RUNNING SHOES	5	MEN SHOES			
00000016	SURE CAMP TENT	4	TENTS			
00000017	CAMPMASTER TENT	4	TENTS	6	TENTS	
00000018	MOUNTAIN BIKES	0		0		
00000019	BATA TOUGHEES	8	SCHOOL SHOES	8	SCHOOL SHOES	
12345678	SCHOOL SHOES	8	SCHOOL SHOES	8	SCHOOL SHOES	

## ADDING A STYLE STOCK ITEM

Styles Management assists the user to create stock items with styles involved, sizes and colours. The user will not have to create individual stock items for each style, colour and size.

To create stock items using the Style Management option, from the IQ main menu, click on Stock and then Maintenance.

Click on the Add button on the bottom of the screen. The following screen will appear:



## STYLE MANAGEMENT OPTIONS

There are now two options available for the adding or creation of new stock items.

<p><b>NORMAL</b></p>	<p>Normal rules apply for the adding of the Stock Item.</p> <p><b>NOTE:</b> Stock items that have been created as Normal items, can't be linked to Style Management.</p>
<p><b>STYLE MANAGEMENT</b></p>	<p>Style management allows for the user to add a new style for stock items to the system. When Style Management is selected, the Stock Amendments screen will appear.</p> <p><b>NOTE:</b> The user will not be able to edit the Item Code field.</p> <p>A new Style code will be created and the combination of the Style Code, Colour Code and Size Code will be used as the Item Code.</p>

### STYLE

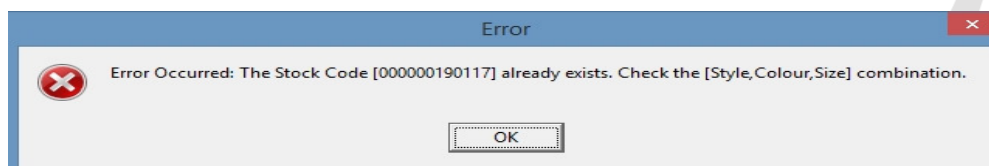
The Style field will be the first field that the user can edit. The user can either enter the style number or he can use the drop-down arrow next to the field and select the applicable style he wants to create.

### DESCRIPTION

Once the Style is entered or selected, the Description of the Stock Style, as it was created in Module Parameters will appear. The user can change it, if needed.

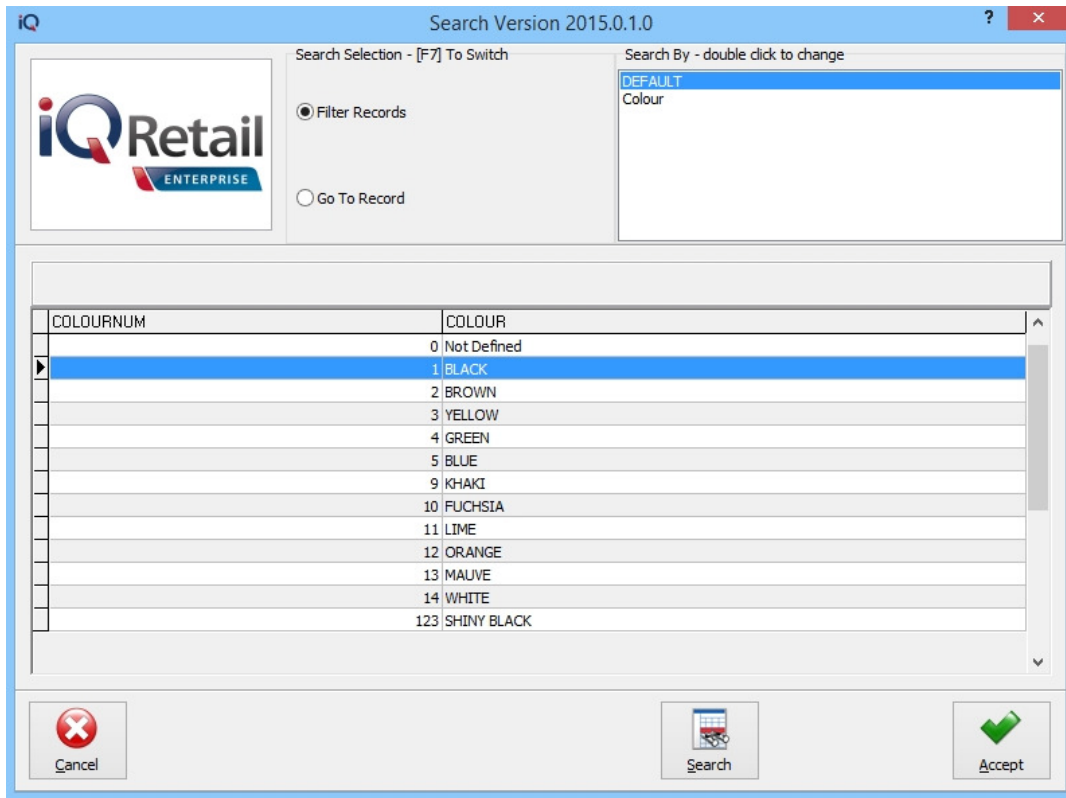
Two other fields that are compulsory to complete, are the two fields colour and size.

**NOTE:** If a colour or a size for a specific style has already been created, the user will get a warning.



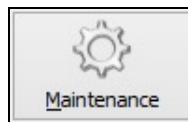
## COLOUR

Click on the down arrow next to the field and select the first colour of the item that needs to get an item code. For example, black for the school shoes.



The search option allows the user to search for the requested colour.

When the user clicks on the colour field, a maintenance button appears at the bottom of the screen.



If the user selects the Colour field and clicks on the Maintenance button, the list of available Colours will appear. This will enable the user to add more colours to the list.

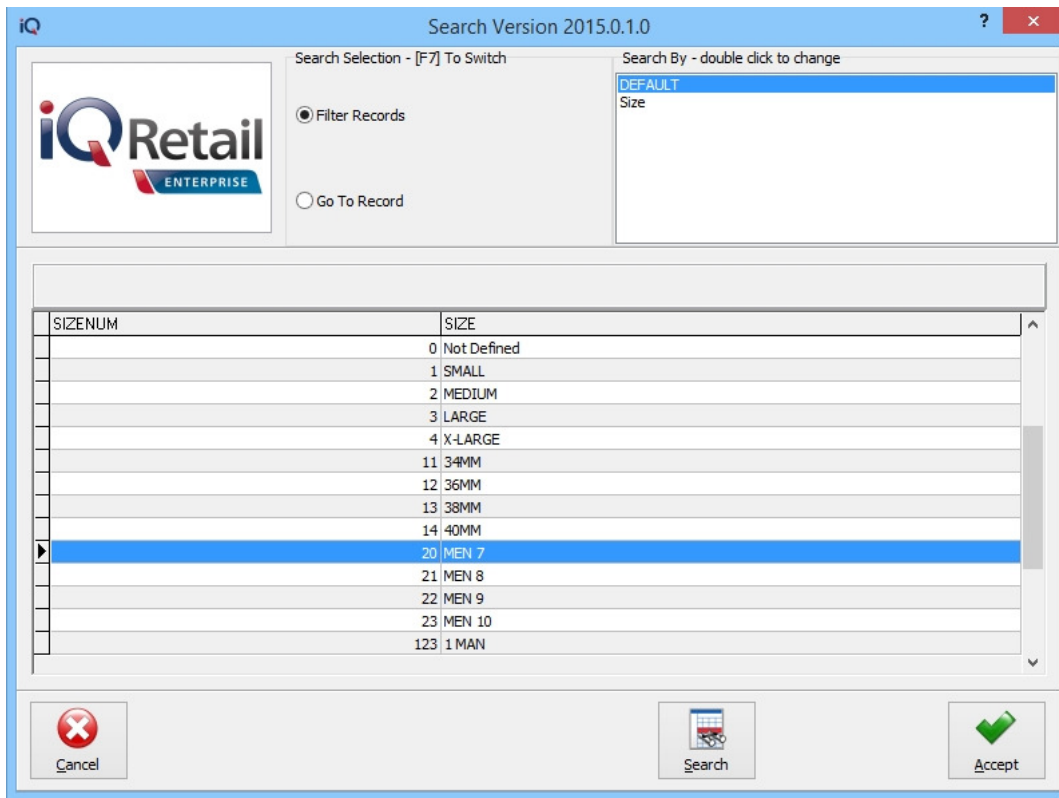
**NOTE:** It is not advisable to add colours using this method, as the new colours will not be available for selection using the Bulk Style Management method.

Click on the Accept button on the bottom of the screen to continue.



**SIZE**

Click on the down arrow next to the Size field and select the appropriate size from the list of sizes provided.



The search option allows the user to search for the requested size.

When the user clicks on the size field, a maintenance button appears at the bottom of the screen.



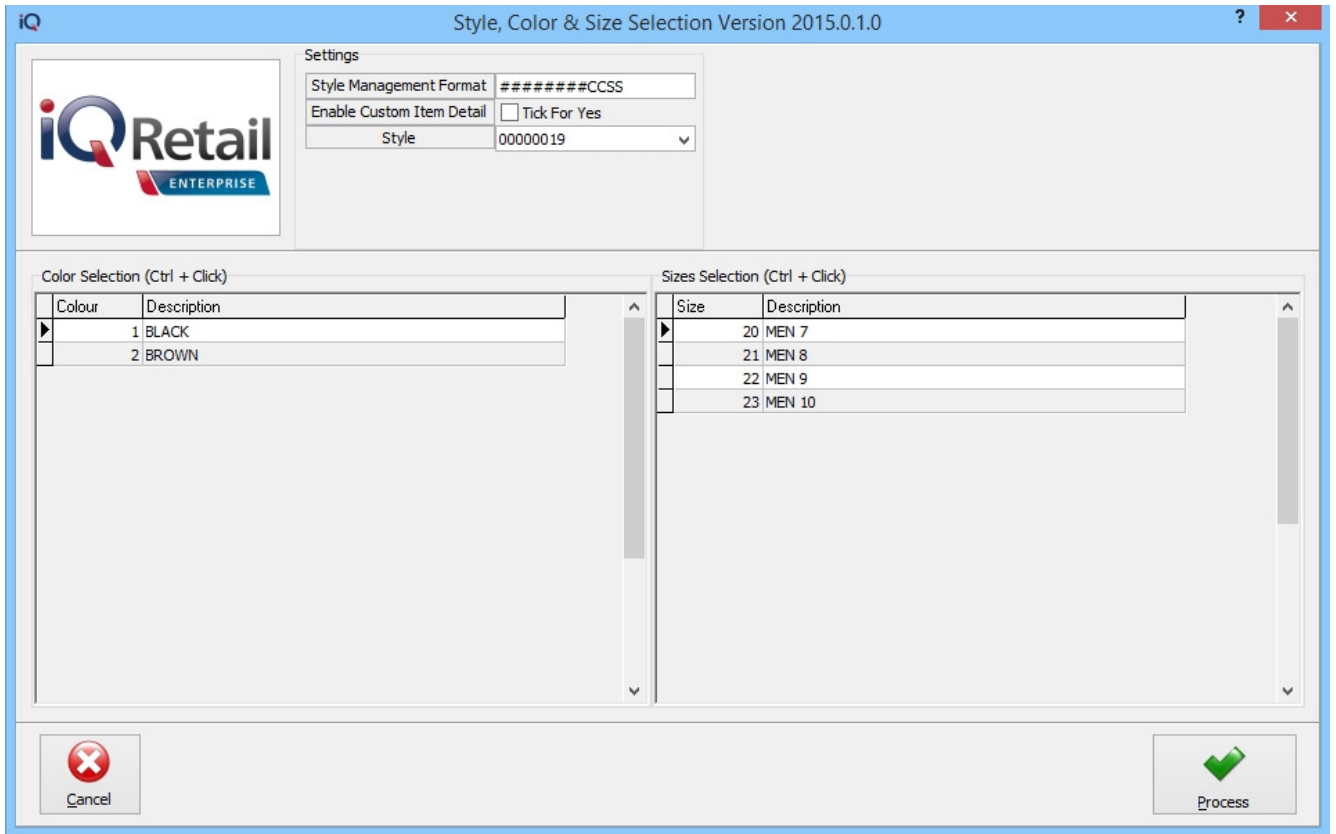
If the user selects the Size field and clicks on the Maintenance button, the list of available Sizes will appear. This will enable the user to add more sizes to the list.

**NOTE:** It is not advisable to add sizes using this method, as the new sizes will not be available for selection using the Bulk Style Management method.

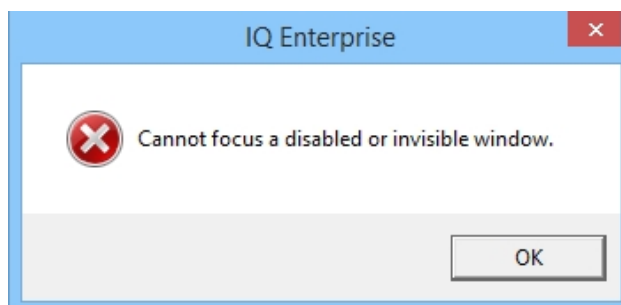
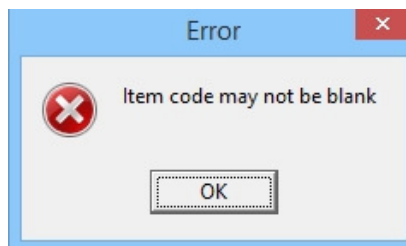
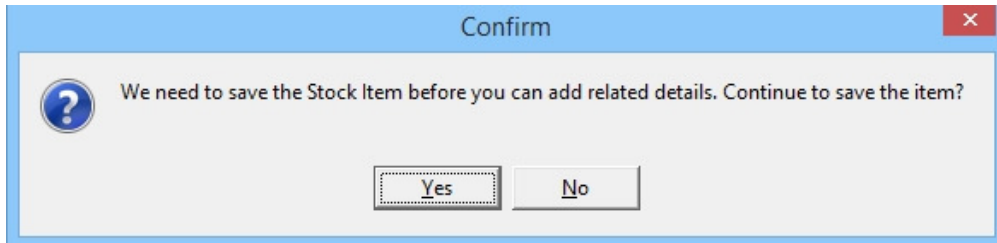
Click on the Accept button on the bottom of the screen to continue.

### OTHER FIELDS

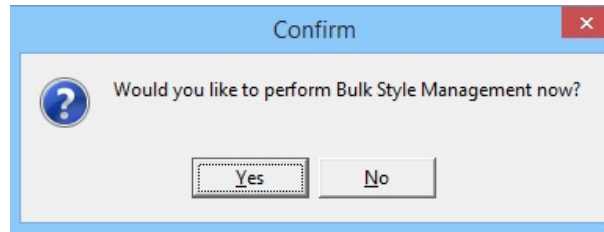
Complete as many fields as needed on the Stock Details tab.



Click on Accept to save the information captured and to create the first Stock item. If the user tries to go to another tab, he will get a warning and then error messages.

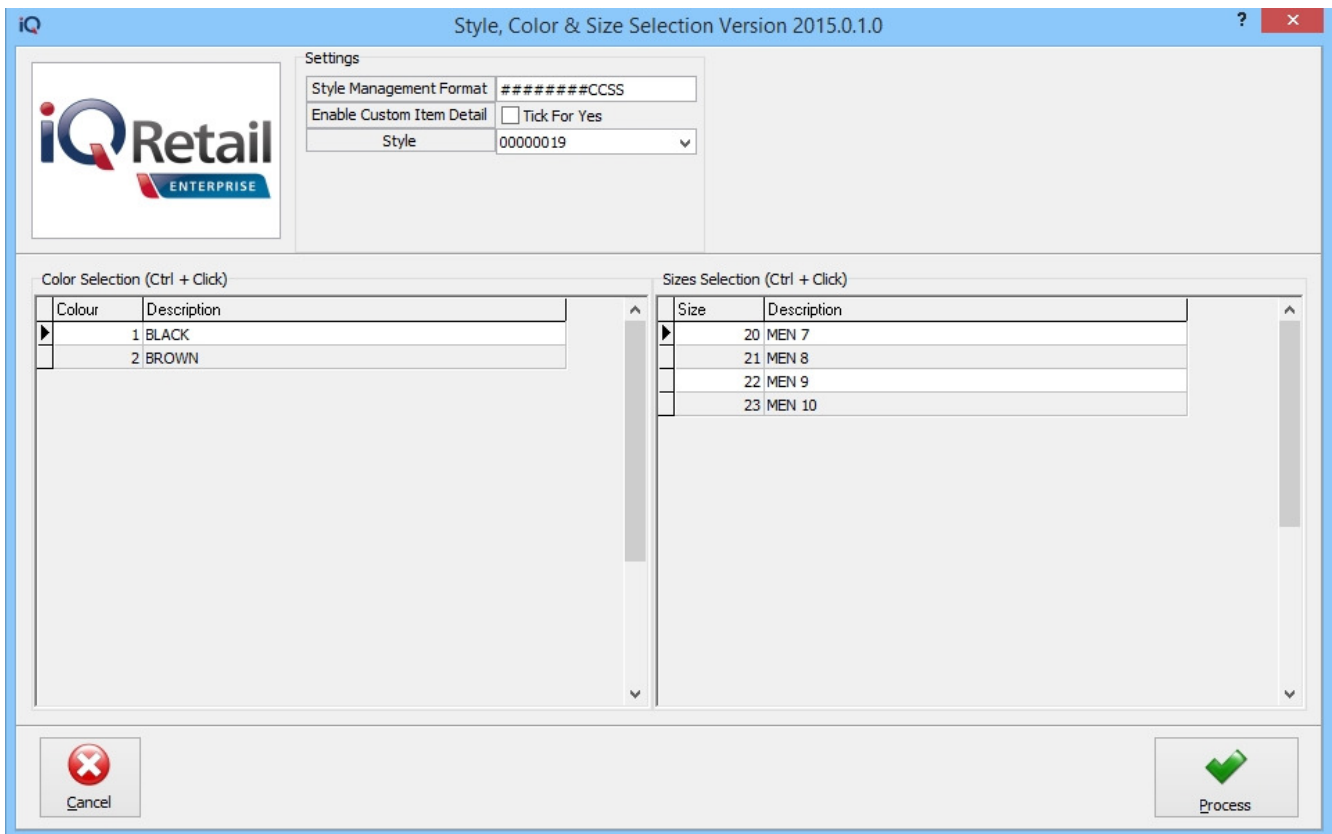


Once the Accept button has been selected, the Stock Item code will be created. The following dialogue box will appear on the screen:



If the user select “No”, the system will create only the one item code with the information style, colour and size information as they were captured.

The user can select the “Yes” option, which will open the Style, Colour & Size Selection screen.



**NOTE:** Only the colours and sizes that were selected in the Colour- and Size Groupings in the Style setup are being listed here. The user doesn't have to look through the whole list for possible colours and sizes to select the appropriate ones.

**SETTINGS**

<p><b>STYLE MANAGEMENT FORMAT</b></p>	<p>The Style Management Format shows the user again how the new Stock Item codes will be generated.</p> <p># - Number Character</p> <p>C – Colour</p> <p>S - Size</p>
<p><b>ENABLE CUSTOM ITEM DETAIL</b></p>	<p>The user can tick the box to enable the Custom Item Detail. This option allows the user to set the item detail of the items that will be created by using the Bulk Style Manager. If the user didn't setup the fields on the first item, he can set them up here and they will be copied to all the newly created items.</p>
<p><b>STYLE</b></p>	<p>The field will show the selected Style number. This will form the first eight (8) characters of the newly created stock item numbers.</p>

### CUSTOM STOCK ITEM DETAIL

These fields will only appear once the Custom Item Detail has been enabled.

<b>MAJOR DEPARTMENT</b>	This option allows the user to select the appropriate Major Department for the Style Management stock items that are created.
<b>MINOR DEPARTMENT</b>	This option allows the user to select the appropriate Minor Department for the Style Management stock items that are created.
<b>CATEGORIES</b>	This option allows the user to select the appropriate Category for the Style Management stock items that are created.
<b>RANGES</b>	This option allows the user to select the appropriate Range for the Style Management stock items that are created.

### COLOUR SELECTION

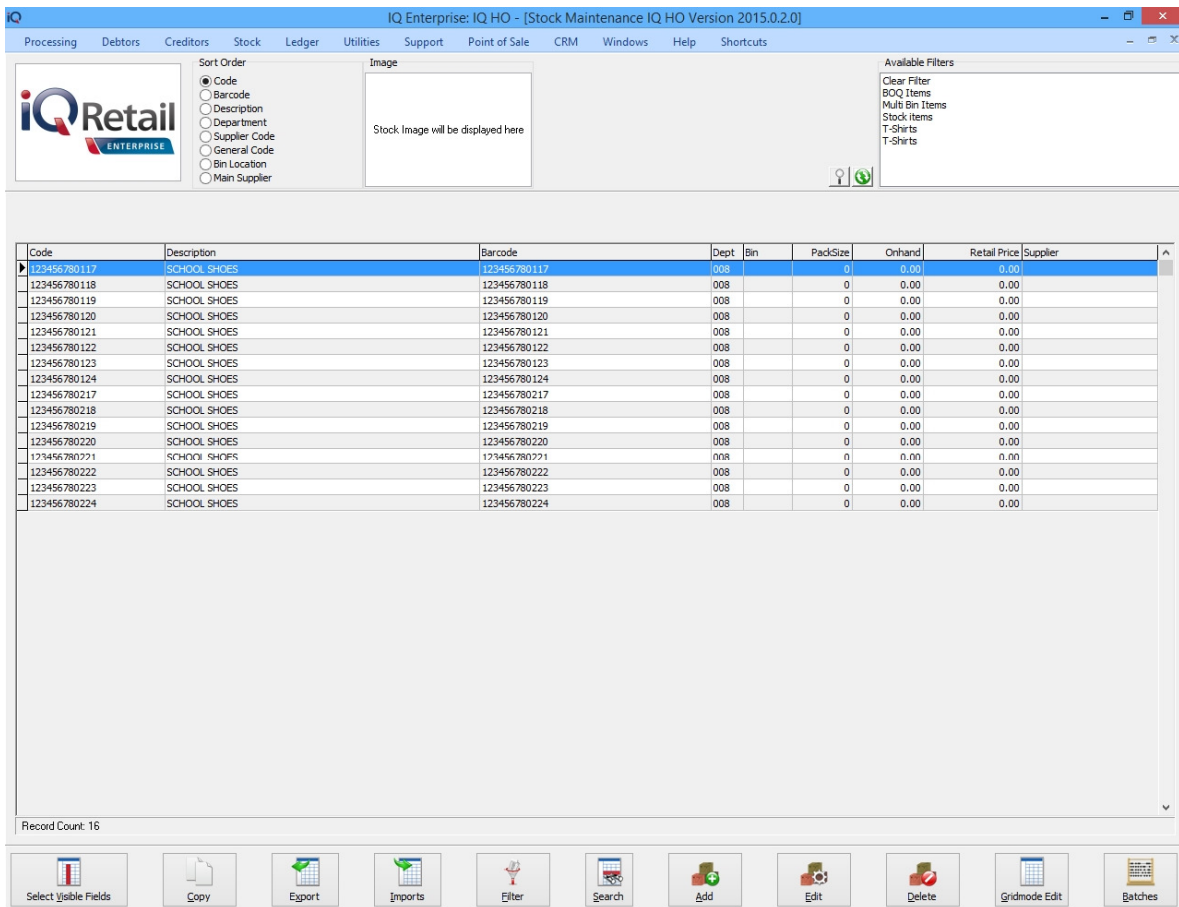
The user can hold the Ctrl-key and click with the mouse on every colour the user wants to select.

### SIZE SELECTION

The user can hold the Ctrl-key and click with the mouse on every size the user wants to select.

Select the Process button to create the item codes for the selected style, with all the selected colours and sizes.

The newly created Style Management stock items can be seen on the Stock Maintenance or Enquiries screen. From IQ main menu, select Stock and then either Maintenance or Enquiries. Search by code or by item description.



---End of Document---