

Items listing

This listing is available by clicking on this button in the main menu

Items list window

Through this list, you can display all or a selection of items. The selection depends on the supplier you select in the list of suppliers, or category you select in the list of categories on the left side panel (this list is only visible if categories are defined).

Depending on the number of items in your database, the "Display" button may appear at the bottom of your screen, if this is the case, you must click on it to see the result of your selection, in other cases any selection of a supplier or category refreshed list of items instantly.

Add an item

From the menu , select "Item / Add" or right-click in the list of items and select "Add."

Update or duplicate an item

Select an item in the list. From the menu or from the right clic on the selected row, select "Item/Edit or Duplicate".

Delete an item

Select an item in the list. From the menu or from the right clic on the selected row, select " Item/Delete".

A dialog box then offers either:

Permanently delete the item

This option is not recommended if the item has already been the subject of stock movements (inputs or outputs). If you choose this option, all traces of the item is removed from the database, the item disappears, its movements, its stock, its presence in customer orders or supplier as well as any images. If command lines containing this item are removed, total orders involved will be re-calculated.

Disable item

The item in this case will be turned off and placed in the list of items disabled. You no longer see this item in any listing until you enabled it from the list of disabled items.

Search a product

You can refine the selection of items displayed by selecting a specific supplier or all suppliers, even for categories.

Note that beyond a certain number of articles, a "View" button appears next to the "Exit" button , it is therefore necessary to click on this button to refresh the list of items after a selection change provider or category.

To search or filter the list of items, read the post [Searching in Stock It Easy](#).

Assign a category to a selection of articles

To add a category to an item selection in the items listing:

1. Select the desired items by left click on each row affected by holding down the CTRL key (or CTRL + A if you want to select all items) button
2. Right-click on the desired category and select "Add Category "

To replace all categories of an items selection by another in the items listing:

1. Select the desired items by left click on each row affected by holding down the CTRL key (or CTRL + A if you want to select all items) button
2. Right-click on the desired category and select "Replace the category "

To remove a category from an items selection in the items listing:

1. Select the desired items by left click on each row affected by holding down the CTRL key (or CTRL + A if you want to select all items) button
2. Right-click on the desired category and select " Delete Category "

Juste un clic SPRL