Add Items to a Costume (Purchase) Order

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If additional costumes are added after an order has been created, use **Add Items to Order** to add costumes to the existing order.

1. Go to the **Classes** (menu) > **Costume Management**.
2. Click **Add Items to Order** (left menu).
3. Select a **Vendor** from the drop-down list (mandatory).
4. Add any other filter criteria you need.
5. Click **View Available Items**.
6. 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 an existing order, leave the **Order** box checked.
7. When complete, click **Add to Existing Order**.
    - In the *Add Items to Order* pop-up box, select a created **Order ID** from the drop-down list.

8. Click **Add Items**.
9. Click **OK.**