

Add Items to a Costume (Purchase) Order

Last Modified on 08/30/2022 1:46 pm EDT

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.
 - o *Item Name, Class Name, and Primary Instructor* are clickable and can be used to further investigate the available item(s).
 - o If you do not want to include the item on an existing order, uncheck the **Order** checkbox.
 - o 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**.
 - o In the *Add Items to Order* pop-up box, select a created **Order ID** from the drop-down list.

Order - Available Items										
← RETURN		☰ COSTUME MAIN MENU		✔ ADD TO EXISTING ORDER						
Showing Available Costume(s)/Item(s) with a Qty>0 that are not yet ordered (not assigned to any order) Check All Rows Uncheck All Rows										
View 1 - 2 of 2		Print		Refresh						
Item Name	Class Name	Primary Instructor	Style	Color	Size	Qty	Unit Price	Total Price	Deposit Req.	Order?
Purple Glitter	Ballet - Beg - T-Th	Heather Barnhardt		Purple	Child Small	1	75.00	75.00	25.00	<input checked="" type="checkbox"/>
Purple Glitter	Ballet - Beg - MWF	Heather Barnhardt		Purple	Child Small	1	75.00	75.00	25.00	<input checked="" type="checkbox"/>

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