

# Adding items to your order



Here we are referring to adding, *physical*, *unprinted* goods - such as T-shirts or other garments. You still have to add the embellishments to these items.



It is entirely possible to create your own catalog of "Preprinted Goods" or "Customer Supplied Goods".

In fact, using FastManager's "Catalogs" facility, you can create literally any type of item/s you want.

\* See: [creating custom catalogs](#) for details on how to do this.

## Adding items from an existing catalog

Click on the Add Item From Catalog button.

Style	Description	Location	Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	Hide
1 2000	Basic Chef Pant		Add Other Services	XS	5	36.44	182.20	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 2000	Basic Chef Pant		BLACK STR	XS	5	36.44	182.20	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>					1	0.00	0.00			<input type="checkbox"/>	<input type="checkbox"/>

Invoice Notes (150 Characters Max)

Sub Total: 3  
Disc: 0.00

Enter the entire or part of the style number, for example: 'G2000'



you can also enter part of the "Description" of the item next to: Description like, and you can also select a particular catalog from the Catalog = drop-down selection. **Remember** to click on Filter if you do include these additional filter options.

Double click on the item you want to sell, then you can immediately start typing the color name.

- FastManager will "drill-down" to the text that you are typing (in the Color column):

Hit the Tab key and enter the number of items per size.

You can then click anywhere in the Color column again, and start typing a different color name, then TAB back to the Quantity column to enter the quantities for that color

Repeat until you have added quantities for all the colors you want on the order

Then click on Add.

This will add all the items that you selected (entered quantities for) to the order

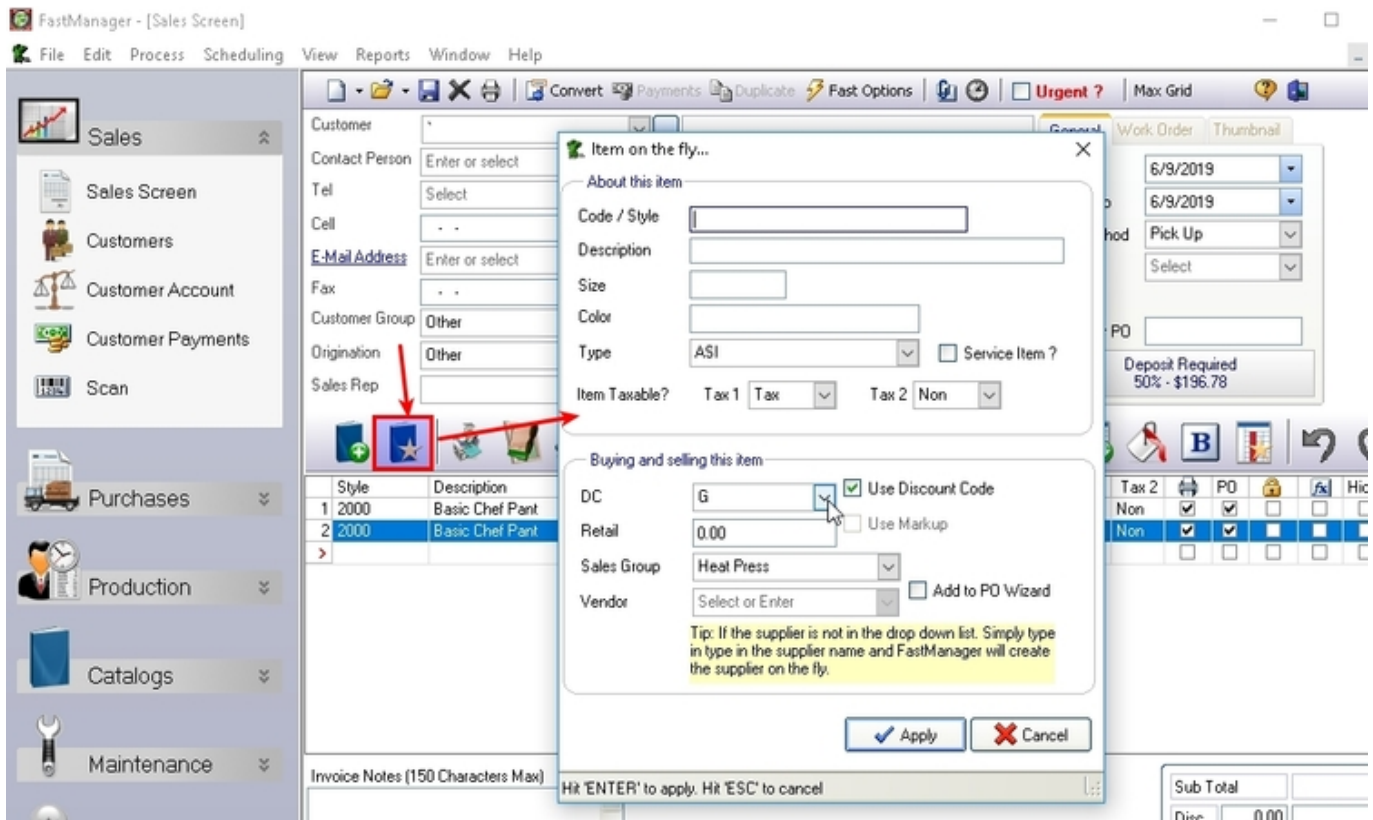
[add\\_item\\_from\\_catalog.mp4](#)

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## Adding an item on the fly ("temporary item")

Adding an item on the fly is a great way to add a *one-time* service charge, or a custom physical item that you don't often carry or keep recorded in a Catalog.

It's also useful when a customer brings in a non-standard item.



an “item-on-the-fly” is a *temporary* item, it will not be added to any catalog or otherwise saved in the database.

However:

It *will* be carried over onto a Re-Order

When adding a temporary item, you have a range of options. Be sure to carefully select each one:

- Type:
  - ASI / Apparel / Other
- Service Item?
- Taxable?
- Cost & Retail:
  - Own cost & retail?
  - use a Markup?
  - use a *Discount Code* (ASI goods)
- Sales Group
- Add to PO wizard?
  - Which vendor?
  - *NOTE: you can leave off selecting a vendor. The item will show up under: 'Unknown Vendor' and a vendor can be selected or added when creating the PO later*

[temp-item.mp4](#)

**Once you have added all the blank items to the order, the next thing to do is add the embellishments ("prints") to them ...**

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[← Sales: Overview](#)

[Adding Embellishment Charges ⇒](#)

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