Adding an item to the Inventory Database







Inventory Selection		
Quick Links		
Inventory Categories	Quick Links	
P Pumps PHanges PRaceptacles PRefrigrators Provide Entrance PSensors		
Inventory Items	🔘 = Retail Is Calculated 💫 = Retail Is Manually Entered 🔘 = 'My Cost' Not Entered	
Name Manufacturer Model Color Type Poles Vo	olts Amps Watts My Cost Retail Cost Labor Rate Labor Qty Description	
But no ite that you o	ems are listed can select.	Þ

Our database only has some items assigned to some symbols as samples. You will need to add your own items and prices.

Now lets add a double pole switch to the database so it can be assigned to the S2 symbol.





		Now	add tha itam's
Item Name:		detai	ils to the various
Manufacturer:		boxe	S.
Model:			
Color:			
Туре:			
Poles:	0		
Volts:	0.00		
Amps:	0.0000		
Watts:	0.00		
My Cost	0.0000]	
Retail Cost	0.0000]	
Labor Qty:	0.00]	
Labor Rate:	Labor Rate #1		
	Description		
Sa New Inventory Item	ve Cancel	×]
Sa New Inventory Item	ve Cancel	×]
Sa New Inventory Item Item Name:	Ve Cancel	x	
Sa New Inventory Item Item Name: Manufacturer:	ve Cancel Double Pole Toggle Switch Leviton	x	
Sa New Inventory Item Item Name: Manufacturer: Model:	ve Cancel Double Pole Toggle Switch Leviton	x	
New Inventory Item Item Name: Manufacturer: Model: Color:	ve Cancel Double Pole Toggle Switch Leviton White		
Sa New Inventory Item Item Name: Manufacturer: Model: Color: Type:	ve Cancel Double Pole Toggle Switch Leviton White		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles:	ve Cancel Double Pole Toggle Switch Leviton White 2		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles: Volts:	ve Cancel Double Pole Toggle Switch Leviton White 2 240.00		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles: Volts: Amps:	ve Cancel Double Pole Toggle Switch Leviton White 2 2 240.00 20.0000		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles: Volts: Amps: Watts:	ve Cancel Double Pole Toggle Switch Leviton White 2 240.00 20.0000 0.00		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles: Volts: Amps: Watts: My Cost	ve Cancel Double Pole Toggle Switch Leviton White 2 2 240.00 20.0000 0.00 7.9800		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles: Volts: Amps: Watts: My Cost Retail Cost	ve Cancel Double Pole Toggle Switch Leviton White 2 2 240.00 20.0000 0.00 7.9800 8.89		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles: Volts: Amps: Watts: My Cost: Retail Cost Labor Qty:	ve Cancel Double Pole Toggle Switch Leviton ▼ Vhite ▼ 2 240.00 20.0000 0.00 7.9800 8.89 0.00		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles: Volts: Amps: Volts: Amps: Watts: My Cost Retail Cost: Labor Qty: Labor Rate:	ve Cancel		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles: Volts: Amps: Watts: My Cost: Retail Cost: Labor Qty: Labor Rate:	ve Cancel Double Pole Toggle Switch Leviton White White 2 2 240.00 20.0000 0.00 7.9800 8.89 0.00 Labor Rate #1 Description		
New Inventory Item Item Name: Manufacturer: Model: Color: Type: Poles: Volts: Amps: Watts: My Cost: Retail Cost: Labor Qty: Labor Rate:	ve Cancel Double Pole Toggle Switch Leviton White White 2 2 40.00 20.0000 0.00 7.9800 8.89 0.00 Labor Rate #1 Description Once you're done, Click Save		

Now close the Inventory Manager





Now that one S2 symbol you placed in the project will have the Leviton Double pole switch assigned to it. If you want the S2 symbol to always have that assignment do this: Select the S2 symbol, but before you place in in your project click Select, and follow the same procedure as above. Now whenever you use that symbol it will have that assignment.