

QLists (Quick Lists)

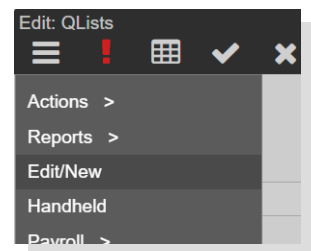
Procedural Guide

QLists can be used to organize your inventory for easy access to popular items in your departments.

1 - Navigation

Use the navigation menu and go to Edit/New.

Select the QList from the menu as pictured below:



From the QList page, you can create and edit your QLists' contents and properties.

The Catalog checkbox will enable your QList to appear in jCatalog for wholesale customers to order from.

The Active checkbox will control whether your QList is active or not. Making an item inactive will also hide it in the Catalog.

2 - New QList

To make a new QList, use the **+** button next to the drop down.

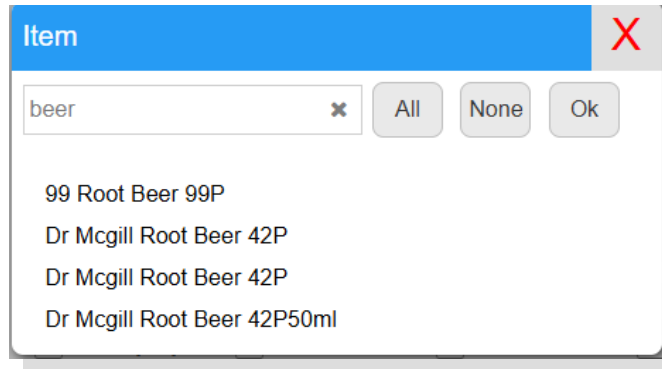
Use the **Find** button to add items to your new QList. A search window will appear.

By default, this search will only find Active items. You can specify "All Items" or "In-Active Only" at the top if you want Inactive items to be included in the list.

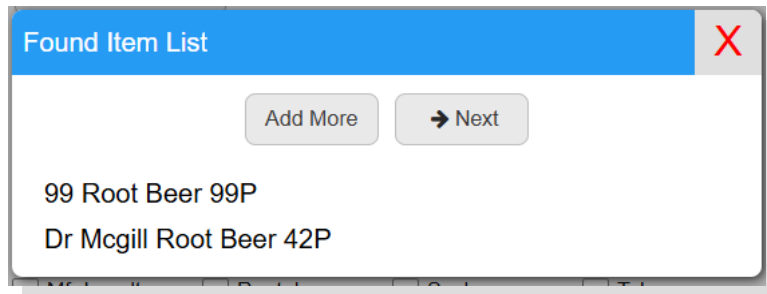
You can filter your search by Brand, Department, Group, and Vendor tags.

You can also search by properties you specify, such as applied tax, discount & coupon eligibility, and alcohol & tobacco tags.

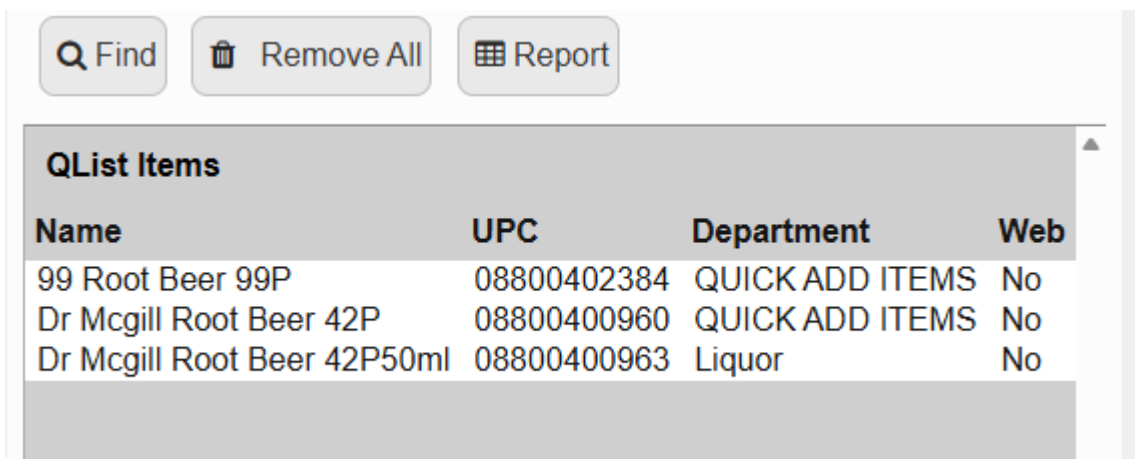
The search results will appear in a window. You can then choose to select the items you want on your QList, select all with the All button, or clear your selection with None.



Once the items you want are selected, hit Ok. An item list will be created, with the option to immediately add it with Next, or to Add More items.



Once you have finished and hit Next, you should see your Qlist populate with your selected items.

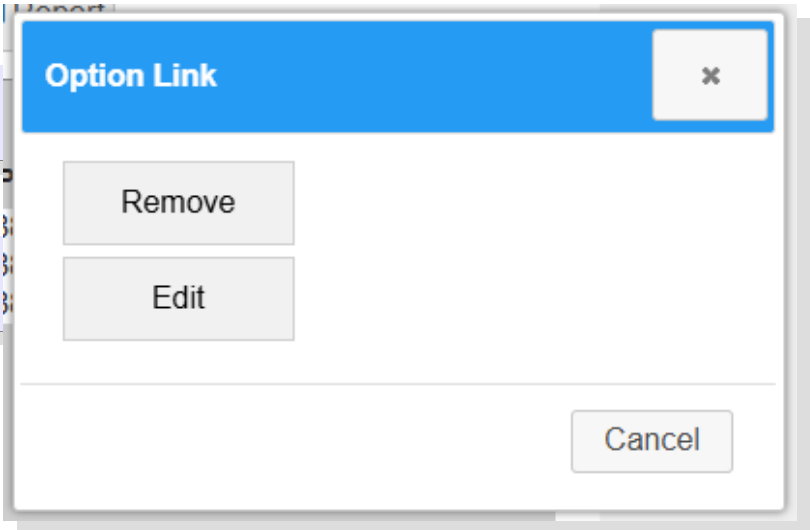


3 - Edit/Remove Items from QList

Select the item that needs to be changed. A window will immediately appear:

Remove will take the item off your QList.

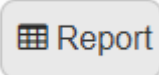
Edit will open the Edit Item page in a new browser tab.



The image shows a dialog box titled "Option Link" with a close button (X) in the top right corner. Inside the dialog, there are two buttons: "Remove" and "Edit". At the bottom right of the dialog, there is a "Cancel" button.

4 - QList Report

You can create a Report with detailed information from the QList page, from which you can add or remove items to your existing QLists. This can be useful if you have items with similar names, but have different properties or UPC codes.

Use the  Report button and search for the items you want to add to the report. This process is the same as using the Find function. A report will then be created:

QList Report

Select QList... Add Selected Remove Selected Web Status

Items in QList

Multi-select rows Select All rows

Name	UPC	Department	Vendor	On Hand	Web	QList 1	QList 2	QList 3
99 ROOT BEER 99P	08800402384	Quick Add Items	Pine State Beverage	24.00	No	Test List	-	-
DR MCGILL ROOT BEER 42P	08800400960	Quick Add Items	Pine State Beverage	3.00	No	Test List	-	-
DR MCGILL ROOT BEER 42P	08800404425	Quick Add Items	Pine State Beverage	24.00	No	-	-	-
DR MCGILL ROOT BEER 42P50ML	08800400963	Liquor	Mbab	0.00	No	Cordials	-	-

4 Rows