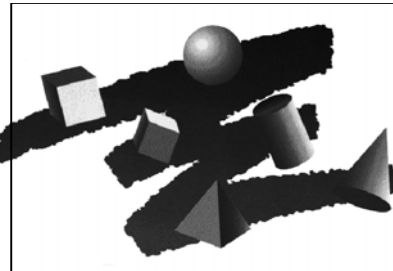


# Solution-IV™ Reprographics Items



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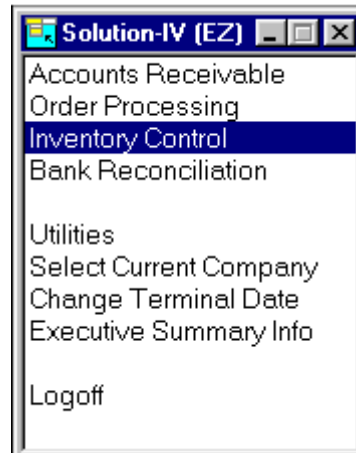
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# Add Items

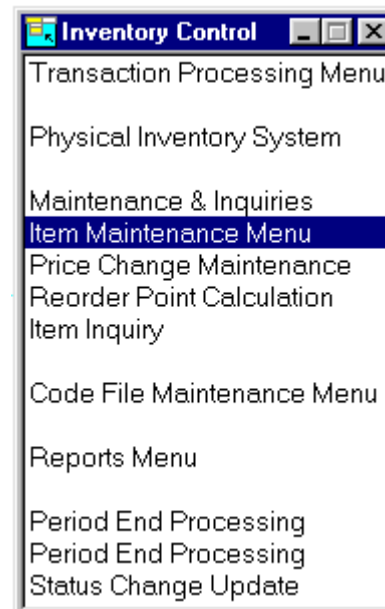
For help with any option or field please refer to the Inventory Control Manual (Item Maintenance Menu) or press **F6** on your keyboard.

**Note:** For your convenience, default IC Parameters have been set, however, you may change them. Please refer to the Inventory Control Manual for more information.

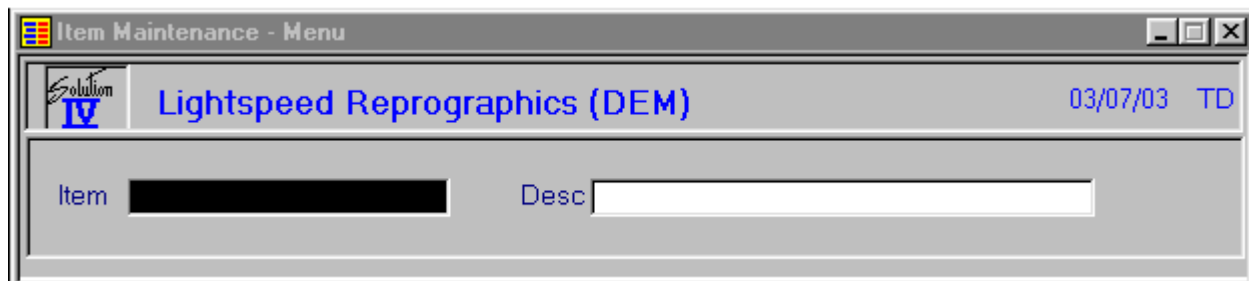
From the Solution-IV Main Menu  
select **Inventory Control**.



From the Inventory Control Main Menu select  
**Item Maintenance Menu**.



The following header screen appears:



Type your Item Code  
(for example, **TRANS**)  
and press **Enter**.

The system prompts:

**Record not found in masterfile. Add this record? Yes No**

Select **Yes**, the following screen displays:

Press **F2** to lookup a Product Code or press **F3** to add a Product Code. Highlight the code in the listing and press **Enter**.

When you enter the Item Type field you can point and click the arrow at the field to select the **Item Type** you want to use. For more information please press **F6** or refer to the Inventory Control Manual.

When you enter the Costing Method field, the options display at the bottom of the window. To make a selection point and click the arrow at the field and select the **Costing Method** you want to use. For more information press **F6** or refer to the Inventory Control manual.

Continue entering the fields until the system prompts:

**Add this record? Yes-Add record No-Do not add record F4-Make corrections**

Select **Yes-Add record**.

Add another item of your own.

You can continue adding items or press **F4** until you return to the Solution-IV Main Menu.