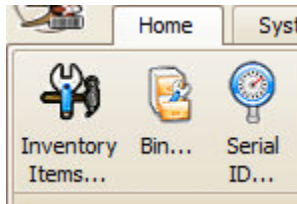


How To Add A New Item

1. Log into CribMaster client using an account that has administrator access
2. Go to the "Home" tab and click on the "Inventory Items" button



3. Click the "Add New Item" button create the new item



4. Now you can begin entering details for the item. If the "Item Number" field is pre-populated, you can delete it and type in your own. The only field that is required is the "Item Number" field but try to add as much detail as possible. Try to make the item number something short, under 20 characters. The "Description 1" and "Description 2" fields can each hold 50 characters.

Items to note:

- "Default Issue Qty" does not have to be setup here. You can do that at the bin level. Bin settings always override any item level settings.
- If you enter the Primary Supplier you will need to enter their supplier item number as well
- You may receive an error when saving that says the item number is not compatible with barcoding. You can ignore this message since you are not using barcodes.

A screenshot of the 'New Item' form in the CribMaster client. The window title is 'Item Records' with a close button and 'New Item' with a close button. Below the title bar, there are three buttons: a green plus sign, a red minus sign, and a green checkmark. There are also 'Print' and 'Refresh' buttons. The form is titled 'New Item' and has several tabs: 'Item Information', 'More', 'Links', 'Suppliers', 'History', 'Transactions', and 'XREF Items'. The 'Item Information' tab is selected. The form contains the following fields:

- Item Number: 3/4" Endmill (with a warning icon)
- Item Type: Expendable (dropdown menu)
- Serialized item:
- Description1: Endmill used for job 1234
- Description2: Non-coated
- Manufacturer: Widia
- Mfr Number: (empty)
- Item Group: ENDMILLS (dropdown menu)
- Buyer Group: (empty)
- UPC Code: (empty)
- Access Code: (empty)
- Price: \$4.0000
- Default Issue Qty: (empty)
- Special: (empty)
- Price Type: Fixed (dropdown menu)
- Unit Of Measure (Issue): (empty)
- Track Item usage
- Note: (empty)
- Track Lot Numbers
- Status: (empty)
- Remove from active item list
- Restricted item
- Primary Supplier [Blanket #]: (empty)
- 02 (dropdown menu)
- AHB TOOLING AND MACHINERY
- Supplier Item #: Widia-12345
- Item Cost: (empty)
- Update cost on open purchase orders

6. Click the green checkmark to save your item.