Altering Existing Inventory

Rose 3.0 · Inventory › ALTER

In each screenshot, the **yellow boxes** show what to click. Numbers give the order.

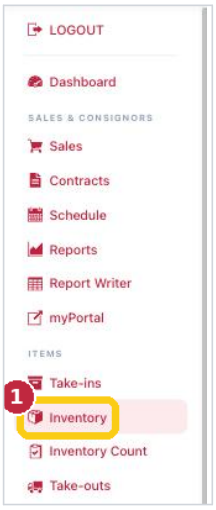
Overview

Once an item is in your inventory, you can change it from the **Inventory** screen: its price, quantity on hand, name, consignor, category, brand, label, taxes and which locations it sells at.

Where to find it: Dashboard › menu (☰) › **Inventory**.

Find the item

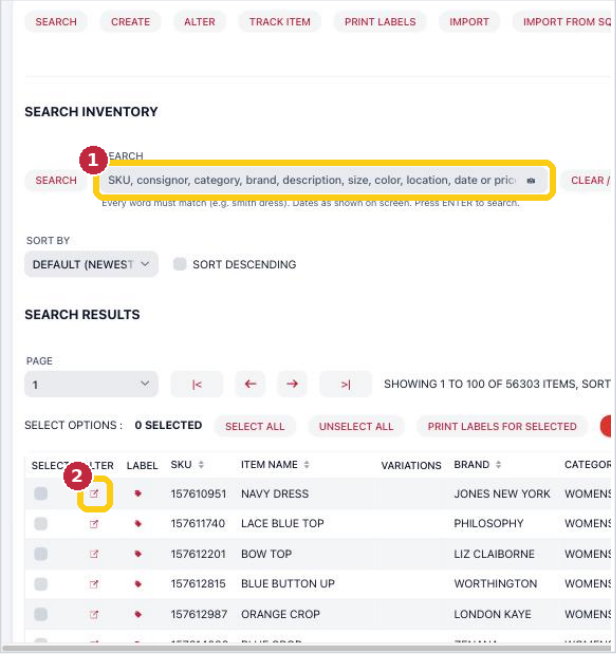
1 Open the menu (☰) and click **Inventory**.



Click Inventory in the menu (1).

2 In **SEARCH**, type the SKU, or the consignor, brand, description, size, color, location or date, and press **ENTER**. Every word must match, so smith dress finds dresses from consignor Smith.

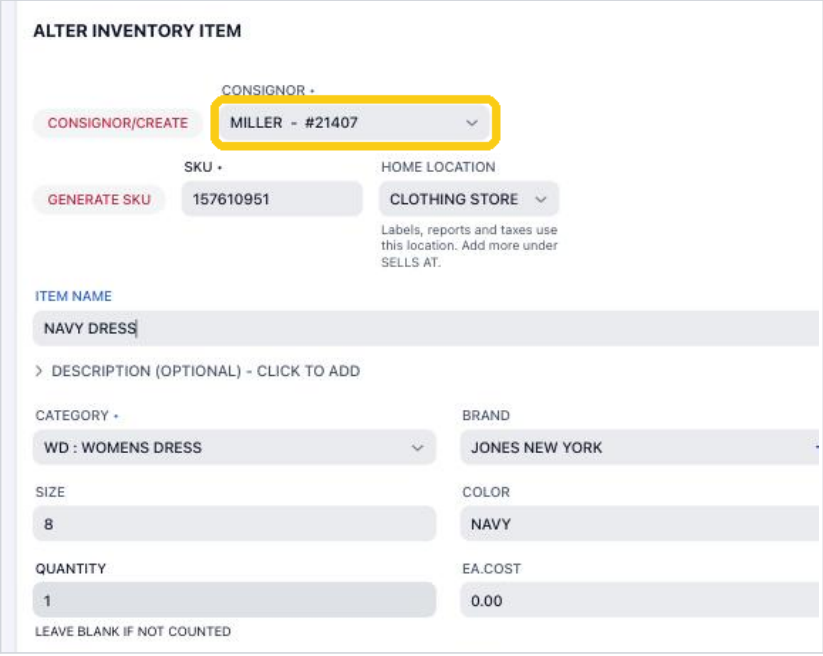
3 Click the **ALTER** pencil at the left of the item. You can also click the item's row, then **ALTER** at the top.



Search for the item (1), then click its ALTER pencil (2).

Change the item

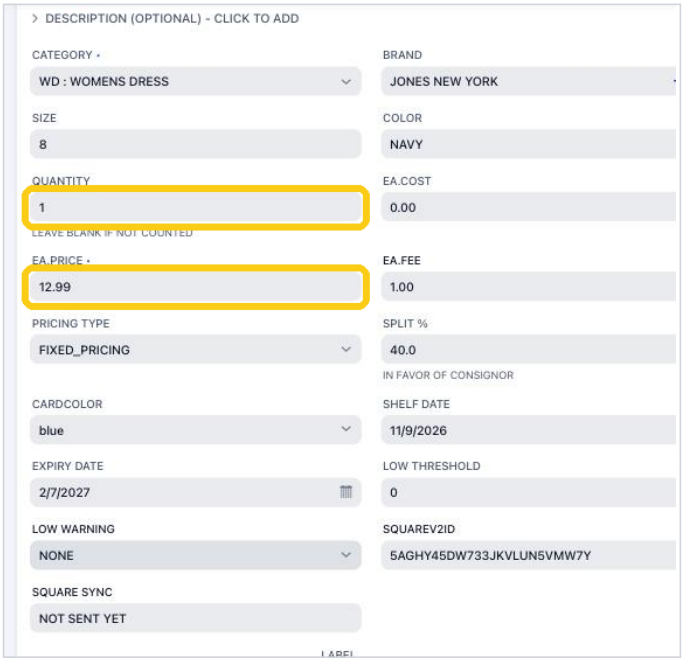
4 The **ALTER INVENTORY ITEM** screen opens with everything about the item.



To move the item to another consignor, pick them in CONSIGNOR.

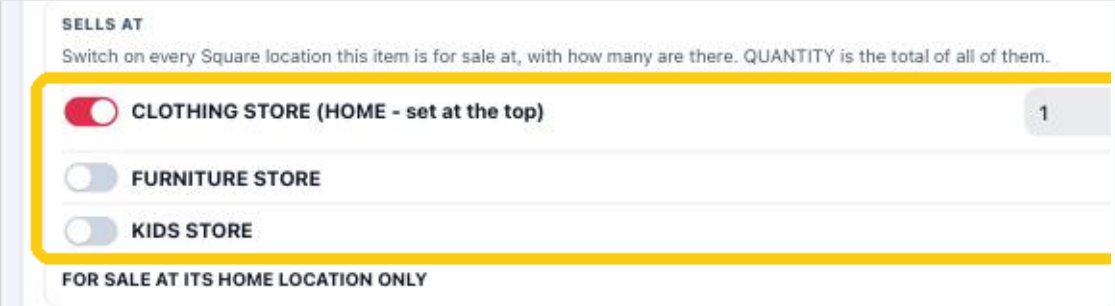
5 Change what you need:

To change…	Use
The price	**EA.PRICE**
How many you have	**QUANTITY** (leave it blank if you don't count this item)
The name or description	**ITEM NAME**, **DESCRIPTION**
Who the item belongs to	**CONSIGNOR**
Category, brand, size or color	**CATEGORY**, **BRAND**, **SIZE**, **COLOR**
The consignor's share	**SPLIT %**
When it expires	**EXPIRY DATE**
Discounts	**CARDCOLOR** (color tag discounts), **NO DISCOUNTING**
The label size	**LABEL**. Picking a jewelry label gives the item a new 6-character SKU.
The photo	**UPLOAD IMAGE** (JPEG or PNG, up to 10 MB) or **DELETE IMAGE**



QUANTITY and EA.PRICE are the changes stores make most.

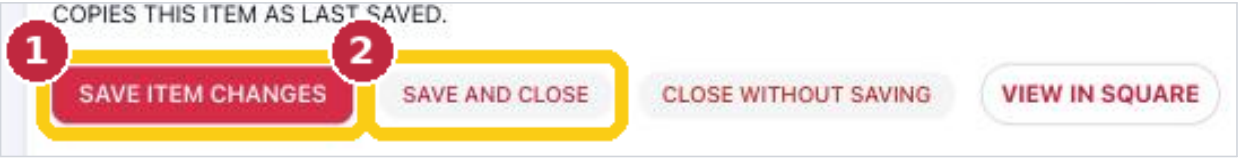
Selling at more than one location? Under **SELLS AT**, switch on each location the item is for sale at and enter how many are there. **QUANTITY** is the total of all of them.



SELLS AT: the locations this item is for sale at.

Save

6 At the bottom, click **SAVE ITEM CHANGES** to save and stay on the item, or **SAVE AND CLOSE** to save and go back to the list. **CLOSE WITHOUT SAVING** leaves everything as it was.



SAVE ITEM CHANGES (1) or SAVE AND CLOSE (2).

Changed the price? Print a new label: click the red tag in the item's **LABEL** column. See **Print a Label**.

Questions

An item is missing from my inventory. Where did it go?

Check **Reports › DELETED ITEMS**. It shows every item that left inventory and who removed it, and **PUT BACK** returns it.

Need more help?

Visit the Help Center on our website, consignorconnect.com, ask your Rosebot, or email support@consignorconnect.com.