

## Adding Rolls of Fabric to Stock

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If you keep rolls of fabric in stock either at your workroom or premises you can log them in Windowizard as being held in stock.

Generally you have negotiated a special contract rate to buy a roll therefore you also enter this to enable the system to calculate your margins correctly

Go to the **'Products Tab'**

Select Fabric category and relevant fabric from the list, or enter fabric name and select **'Search'**

The screenshot shows a software interface with a navigation bar at the top containing four tabs: 'Home', 'My Account', 'Products', and 'Orders'. The 'Products' tab is selected. Below the navigation bar is a section titled 'Product Index'. This section contains a search form with two radio buttons: 'Keyword:' (selected) and 'Code:'. To the right of these is an empty text input field and a 'Search' button. A black arrow points to the 'Search' button. Below the search form is a list of fabric categories, each preceded by a small grid icon. The categories are: 'Editor', 'Estate', 'INTERNATIONAL', and 'James Dunlop'. Under 'INTERNATIONAL', there is a list of sub-categories: Baumann, Collier Campbell, D.O.T.T., Designtex, Fischbacher, FR One, Lorient Decor, Neisha Crosland, SMD, Sundry, Villa Nova, Voyage, Wilman, and ZINC. Under 'James Dunlop', there is a list of sub-categories: James Dunlop and JD INDENT.

Select the + sign below 'Stock Fabric'

The screenshot shows the 'windowizard 2.0' website interface. At the top right, there is a user dropdown menu with 'Kath (MCP NZ Ltd) StaffTest' and a 'LOG OUT' button. The navigation bar includes 'Home', 'My Account', 'Products', 'Orders', 'Resources', 'Sales Manager', and 'About Us'. The main content area is titled 'MEGALINE 140 BLACKOUT'. Below this, there are tabs for 'Colour', 'Our Colour', 'Price', 'Images', 'Order', 'Stock Fabric', and 'View ALL'. The 'Stock Fabric' tab is active, showing a '+' icon with an arrow pointing to it. Below the tabs, there are fields for 'IVORY' (with a pencil icon), 'POA', and 'View'. A 'Click on images for larger view' link is on the right. Below these are several horizontal bars for 'FabricWidth' (1400), 'RepeatVert', 'RepeatHoriz', 'RailRoad', 'Care Instructions', and 'Usage' (with a window icon). At the bottom, the 'Composition' is listed as '65% PL, 35% CO, 3 PASS BLACKOUT THERMAL COATED'.

At this point you can enter in a contract rate PLM and save to stock. If you do not enter in a contract rate, it will calculate as nothing on margin report. It is essential you put your rate in here

Select 'Save'

This screenshot shows the same 'MEGALINE 140 BLACKOUT' product page, but with the 'Stock Fabric' tab expanded. A dropdown menu is open, showing 'Fabric Stock' with a checked checkbox and 'Contract Rate' with a text input field containing '3.50'. Below the input field is a 'Save' button with a floppy disk icon. An arrow points to the 'Save' button. The rest of the page layout, including the navigation bar and product details, remains the same as in the previous screenshot.

This will now show up under **My Account – ‘Maintain Stock Fabrics’**

Home	My Account	Products	Orders	Resources	Sales Manager	About Us
<b>My Account</b>		<b>Roll Stock</b>				MCP New Zealand Ltd
<b>Maintain Retails Prices</b>						
<b>Maintain Curtain Details</b>						
<b>Maintain Roman Blind Details</b>						
<b>Maintain Other Fabrics</b>						
<b>Maintain Stock Fabrics</b>						
<b>Maintain Install Rates</b>						
<b>Terms &amp; Conditions</b>						
<b>Sales Manager Reports</b>						

  

Supplier	Fabric	Colour	Contract	
JDT	BONNY BLACKOUT	ABYSS	\$5.00	 
JDT	MEGALINE 140 CTD	IVORY	\$5.00	 