

# Update Item Discontinued

This screen allows you to clear off item records that will be no longer used for your store. You can select multiple items by selecting them according to your filter criteria.

Ideal scenarios where this feature comes in handy:

- An item or items is no longer selling and you want to remove from your store records.
- An item or items will be temporarily off from the shelves but will be returned in a later time.

The screenshot shows a web application window titled "Update Item Discontinued". At the top, there are buttons for "Update Data" and "Close". Below this is a tabbed interface with "Details" and "Preview" tabs. The "Details" tab is active, showing a "Filters" section. The filters are organized into rows, each with a label and a value field with a clear button (X) and a dropdown arrow. The filters are: Location (Minneapolis, Boston, Austin), Vendor (iRely LLC), Category (MOTOR OIL), Subcategory (Fuel Family), Family (Chemical), Class (Chemical), Not Sold Since (3/28/2023), Not Purchased Since (3/28/2023), and Created Older than (1/1/2023). At the bottom right of the window is a "Refresh" button with a circular arrow icon.

## Steps:

1. In **Store** menu, click **Update Item Discontinued**. A screen for that will open.
2. Select / enter the following filter criteria:
  - **Location** - Select the location/s criteria where you want to remove the items from.
  - **Vendor** - Select the vendor/s criteria where you want to remove the items from.
  - **Category** - Select the category where you want to remove the items from.
  - **Subcategory** - Select the subcategory where you want to remove the items from.
  - **Family** - Select the family criteria where you want to remove the items from.
  - **Class** - Select the class where you want to remove the items from.
  - **Not Sold Since** - Select a date where an item was not sold since.
  - **Not Purchased Since** - Select a date where an item/s is not purchased since.
  - **Created Older than** - Select a date where the item/s has been created. If a date is selected, all created on and before that selected date (which also satisfies the other criteria) will be marked as Discontinued.

## Preview

1. Click **Preview** tab to view all items affected by the change.
2. Click **Save**.
3. To verify, open an item record in **Inventory Items Details** tab. You will notice that the **Status** is updated as '**Discontinued**'.

## Item - #2 Corn

New Save Search Delete Undo Duplicate Close

Details	Setup	Pricing	Additional Info	Commodity	Add-On	Substitute	Activities	Attachments	Audit Log	Report Trans
Item No *	#2 Corn					Status	Discontinued		▼	Inv.
Item Type	Inventory ▼					Commodity	Corn		▼	Bra
Category *	Grains ▼					Short Name	#2 Corn			Mo
Description *	#2 Corn					Lot Tracking	No ▼			Ma
						<input type="checkbox"/> Use Weigh Scale				Ma