

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.

Update Item Discontinued

Update Data Close

Details Preview

Filters

Location Minneapolis x Boston x Austin x

Vendor iRely LLC x

Category MOTOR OIL x

Subcategory Fuel Family x

Family Chemical x

Class Chemical x

Not Sold Since 3/28/2023

Not Purchased Since 3/28/2023

Created Older than 1/1/2023

Refresh

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 Transi
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