

Inventory Extended Descriptions

This document will assist you in setting-up and using the extended descriptions option in Palladium.

■ **Contents**

Overview

Create the Extended Description

Editing the Extended Descriptions

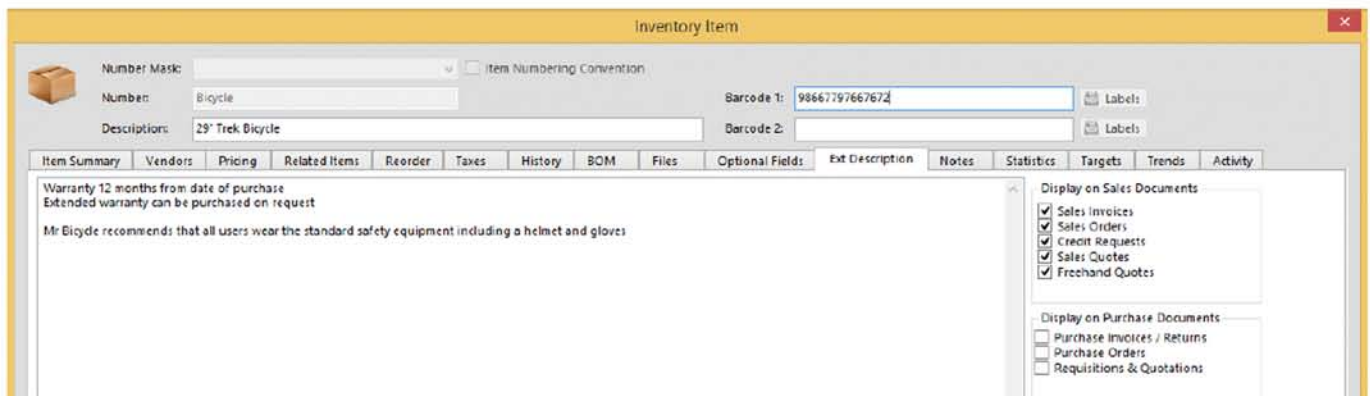
2

Overview

Palladium now has the ability to create extended descriptions of up to 4000 characters, (such as warranty information or disclaimers) with the ability to amend these on the fly at time of processing. In addition the feature could be used for shipping or packing instructions by electing to print this exclusively on the Sales Order documents for example.

Create the Extended Description

To edit the extended description you need to add this on the Inventory Masterfile, on the Ext Description tab. Once completed you will define the respective documents where this description should appear.



Editing the Extended Descriptions

You have the ability to edit the extended descriptions by clicking on the description field in the respective sales document as seen below.

