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## **Creating Item Lists in the Item List Viewer**

Use the following procedure to create an <u>itemlist</u> from the Item List Maintenance Viewer. This procedure is for all types of Item Lists, including <u>Dynamic Promotions</u> Item Lists.

- 1. Open the Item List Maintenance Viewer.
- 2. Click Add List. The Add New Item Part List dialog box displays.

F3	C Del List	FS Renam	. 0	Add Item Shift F4	×	Del Item F10	2	Import F8	18	View Inv F9	8	Misc. KPad
Item List	Maintenan	ce										
List Type	-							Store	1	-		
Item List												
-												
SKU	Add New Item Li	st										
	List Name							*			OK	
	List Type									1	Canci	el
			Clearth	e grid bef	ore i	mporting				<u></u>		
	Clear Grid?	Y -	clear the	- Duna act								

- 3. In the List Name field, type a name for this list.
- 4. In the <u>List Type</u> field, select the type of list you want to create (if you are creating a dynamic promotion, select B–Dynamic Promotions).

ist Name	NEW LIST		OK OK
List Type	•		Cancel
Clear Grid?	Code	Description	
Add Items?	в	Dynamic Promotions	
	L	Label	
	0	Ordering	
	P	Physical Inventory	

5. In the Clear Grid field, if you need to clear the grid of existing items before continuing, select Y. Select N if you want to add items to the existing list.

List Name	NEW LIST		OK
List Type	•		Cancel
Clear Grid?	Y 💌	Clear the grid before importing	23
Add Items?	Code	Description	
Augu itemist	Y	Clear the grid before importing	
	N	Do not clear; add imported items to grid	

6. In the Add Items field, select the method you want to use to add items to the list.

List Name	NEW LIST		OK
List Type	•		Canc
Clear Grid?	Y -	Clear the grid before importing	
Add Items?	Add	<ul> <li>Add items one-by-one</li> </ul>	
	Code	De	scription
	Add	Add items one-by-one	
	Import	Import a text file of items	
	Viewer	Display the Inventory Viewer to	o select items
	No	Do nothing	

Click one of the following for more information about that selection:

- <u>Select Add to manually enter items one at a time</u>. This option is best for small lists, when you know the SKU numbers of the items.
- <u>Select Import to import a text file of items</u>.
- <u>Select Viewer to display the Inventory Viewer to select items.</u>
- Select No if you do not need to add items.
- 7. Click OK to continue.