Joined Items

Introduction

The **Joined Item** feature allows you to easily combine multiple items into a single new item. This can be done directly at **POS** or from the main **Inventory** menu.

Items combined from POS can also be combined with the following:

- **Layaway Pick Ups**
- **Special Order Pick Ups**
- **Custom Job Pick Ups** (requires you enable Custom Items)

For example, you could place a semi-mount on layaway and create a special order for a stone. When the stone arrives and the customer is ready to pick it up, you could load the layaway pickup and special order pickup into POS and then use **Join** to combine them into a single ring.

System Options

There are two system options for **Joined Items**.

Allow User to Join Items	Whether the **Join** button appears in the **Inventory** menu.
Removing Joined Items at POS	Controls what happens when a **Joined Item** is created at POS but then the saleline is removed before the sale is completed. **Delete Item** will always delete the **Joined Item** and put its components back in stock. **Ask Delete** will ask the associate whether to delete the **Joined Item** or not. **Leave Instock** will always leave the **Joined Item** in stock.

Permissions

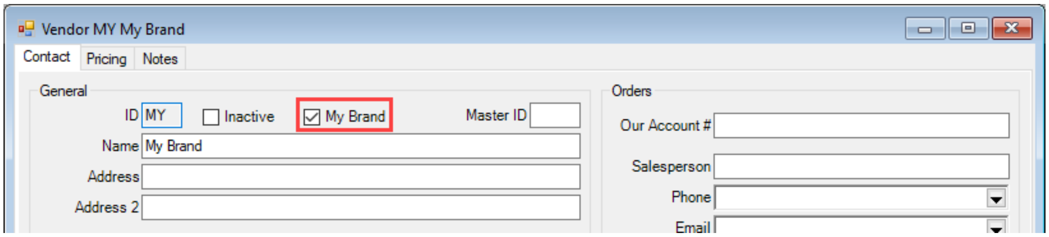
There are three permissions for **Joined Items**.

Join Items together to create a new one	Allows associate to create **Joined Items**.
Edit a Joined Item	Allows associate to edit **Joined Items**.
Unjoin an Item	Allows associate to unjoin a **Joined Item**. Unjoining will delete the item and put its components back in stock.

Setup

In order to create **Joined Items,** you must have at least one vendor setup with the **My Brand** box enabled. To do so:

1. Click **Inventory > Vendors** and **Find** or **Add** a vendor record.
2. Check the **My Brand** box.

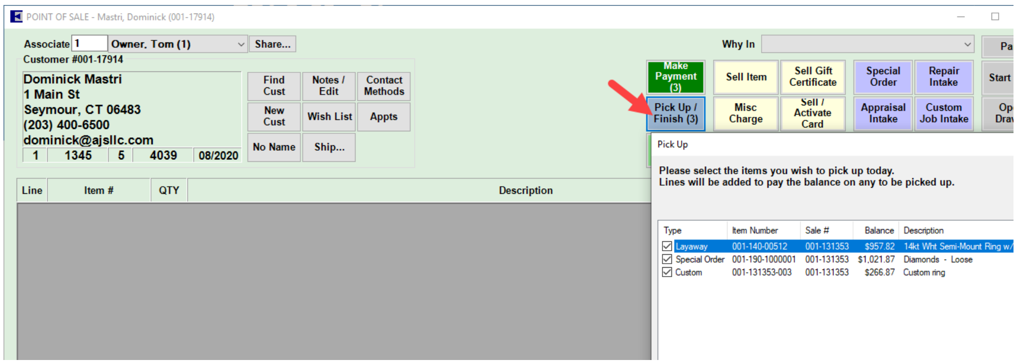


NOTE: You will not be able to create **Joined Items** unless you have a vendor setup with the **My Brand** box enabled.

Joining at POS

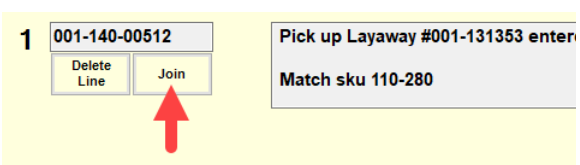
To create **Joined Items** at POS:

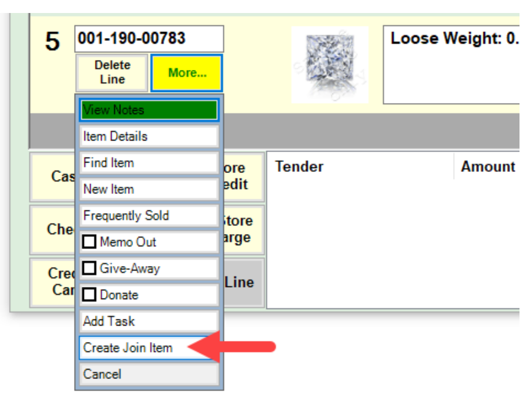
1. Open POS.
2. Click **Pick Up / Finish** and select any Special Orders, Custom Jobs, and/or Layaways that will be part of this join.



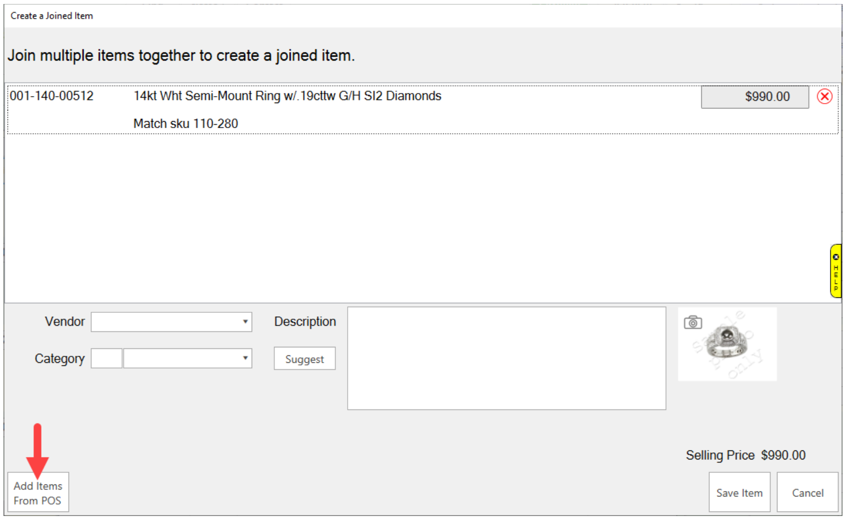
3. Click **Sell Item** (or scan) to add any items that will be part of this join.

4. With all items and/or pick ups now loaded into POS, click on the **Join** button on any of the salelines. It does not matter where you start the **Join** from, any item currently loaded into POS will be available.

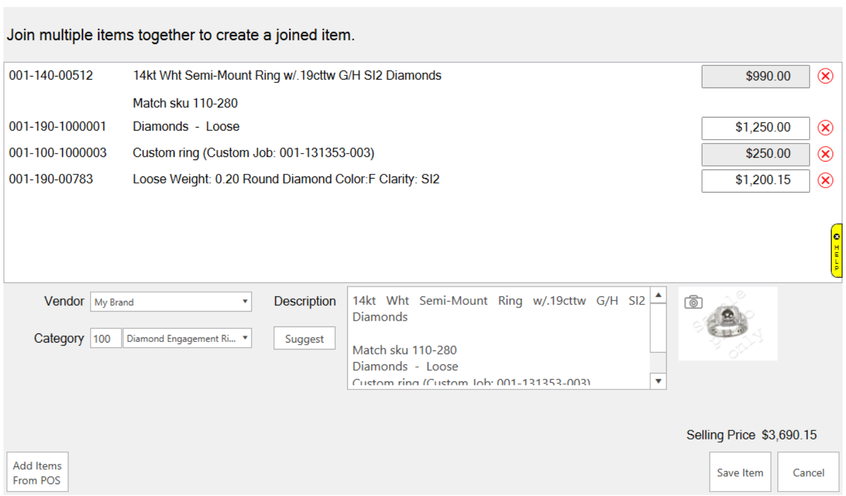




5. The **Create a Joined Item** window will appear. The item you initiated the **Join** from will be preloaded. Use the **Add Items From POS** button to select one or more items to join together.



6. After selecting all items, specify the **Vendor**, **Category**, and **Description.** You may also choose to acquire a new **Photo**.

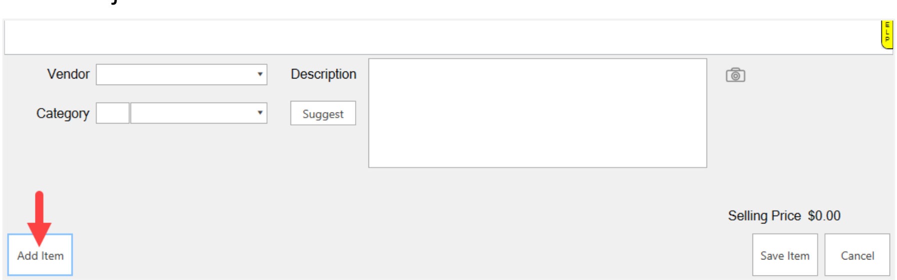


7. Click **Save Item** to create the **Joined Item**.

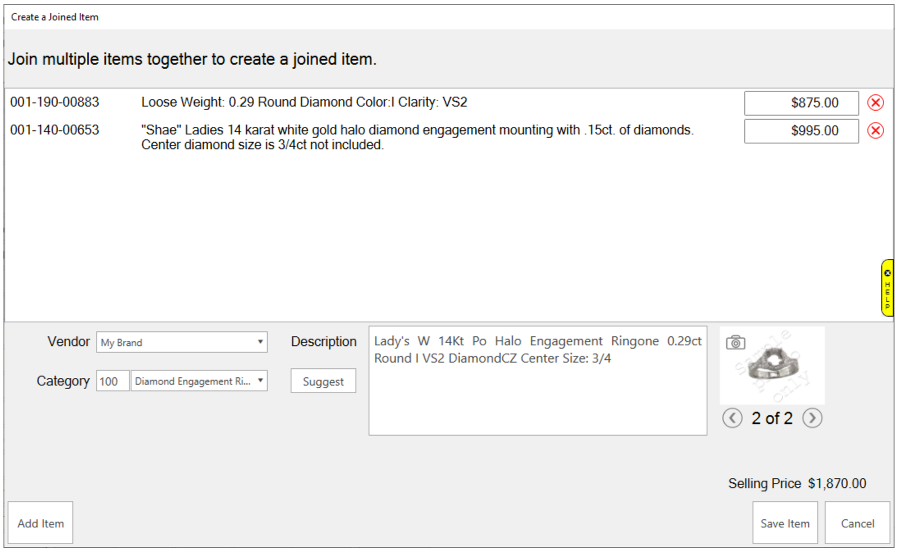
Joining Items from Inventory

To create **Joined Items** from inventory:

1. Click **Inventory > Items > Join**. The **Create a Joined Item** window will appear.
2. Use the **Add Item** button in the lower left to search for items. You must select at least two inventory items to join.



3. Specify **Vendor, Category**, and **Description**. You may also choose to acquire a new **Photo**.

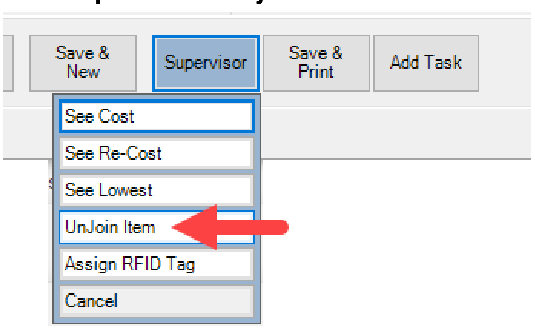


4. Click **Save Item** to create the **Joined Item**.

Unjoining

To unjoin a previously joined item:

1. Click **Inventory > Items > Find** and find/edit the item.
2. Click **Supervisor > Unjoin Item**.



3. The **Joined Item** is deleted and its components are now back in stock.