

CRATE PRO 5 – HINT #2

Sometimes you will need to add materials to your inventory list, perhaps a new product came out or you specialize in a particular packing item that's not currently listed

Prices for materials change often and you know you need to keep them current for exact quotes.

Don't like the terms Affordable and Durable? Want to change them?

Adding material to inventory:

- Click on '[Inventory](#)' icon - This will display all items in your material list available for use.
- Click on the Tab that represents the material you want to add
- Click on the **New** (blank piece of paper) icon on the left at the top of the screen. Or by clicking copy on an existing item and changing the existing information

!!! Click on **FAST EDIT** on the top of the screen to get a list view of all items. Make changes by clicking in the field you want to change!!!!

Changing Material Prices Quickly

- Click on **FAST EDIT** on the top of the screen to get a list view of all items. Make changes by clicking in the field you want to change!!!!
- Uncheck the **Active** Checkbox for all materials you do not use. Check the materials you use if not already done.
- You can sort the Material list simply by clicking on the column headers – once you have designated your Active and Non-active materials you only need to sort by Active materials for them to be displayed on top.

Changing the Name of Materials and Material Group Names

Material Group Names represent different groups of materials you can select from when designing a new crate or pallet. There are 2 Material Group Names for EACH style family of crate and 5 Material Group Names for pallets.

The Material Group Names can be changed by an administrator by going to the Setup file, then selecting the Misc. tab then the Material Group Names tab.

Use Material Group Names to differentiate between crating materials within the same style family.

For example: You may design light-duty crates for commercial purposes using your 'standard' materials such as 1/4" Ply and 2"x4" lumber. Occasionally you design very small crates using 1"x2" lumber. You may save these materials in two different Material Groups in the Setup file so when you design a crate of each type, you will not need to change all the materials after the design process is complete.

Crate Pro offers many 'work arounds' to standard processes. If you are a small full-time pallet manufacturer, you may not need the Advanced Styles option. Setup your 5 different Material Groups to design your 5 most common pallet styles. When minor changes are required, you can always make them manually after the design process.