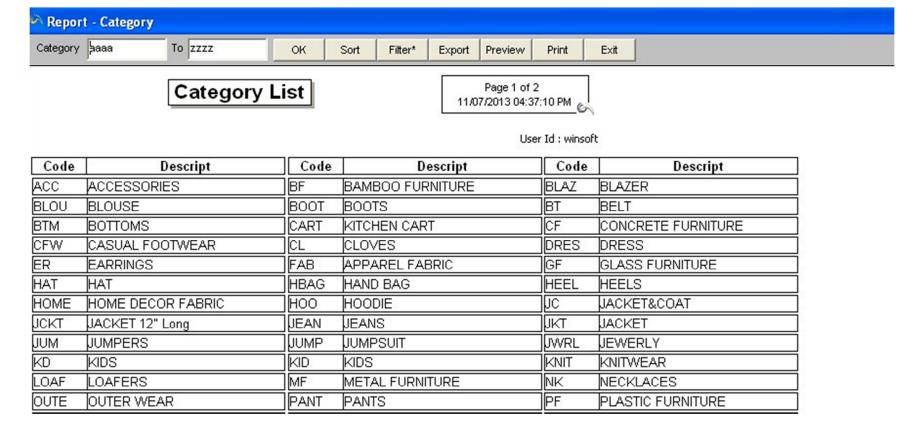
Code File Category

The Category Code report is a listing of all the garment categories in the category code table.

The **listing** contains the **code** and **description** of each category in a summary format.

NOTE: This report shows all of the **category codes**. **Filter** only the ones that are necessary.

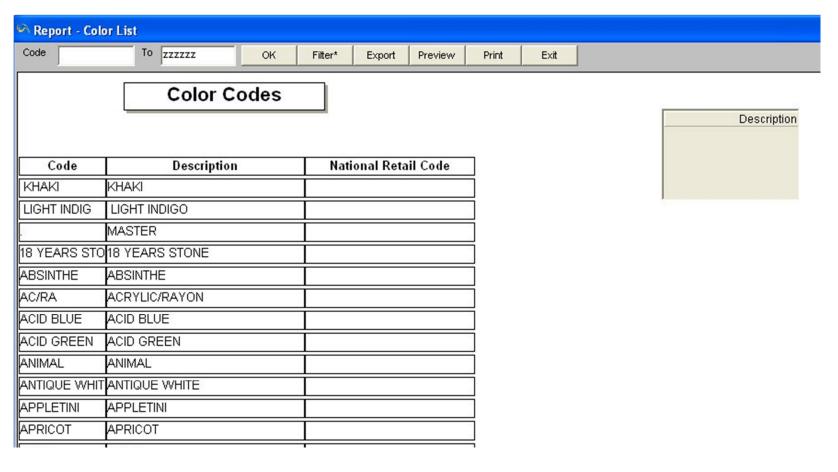
- · Click **Report** on the **Menu** Bar
- · Choose Code File
- · Select Category
- · Click on the **OK** Button to retrieve a listing of the **garment category**



Code File → Color

The Color Code File is a listing of all the garment categories in the color code table. This code table contains the color code, description and National Retail Code (if it applies). You can see a range of colors instead of seeing the whole list. The color code table is used in the Style Master and in Raw Materials.

- · Click **Report** on the **Menu** Bar
- · Choose Code File
- · Select Color
- · Click on the **OK** button to retrieve a **listing of the colors**



Code File → Location

This report lets you see all of the **Manufacturing locations** in a list based on the **location code** table. You can also see the **code** and **description** for each location. This **report** lists all **manufacturing locations** that are in the Location code table.

- · Click **Report** on the **Menu** Bar
- · Choose **Code** File
- · Select Location
- If you would like to see an alphabetical range of locations, enter a location code in the left box next to the word "Code".

 Then enter another location code in the left box next to the word "To"
- · Click on the **OK** button to retrieve a listing of the **manufacturing locations**
- If you would like to see the **list** in a certain **order**, click on the **Sort** Button.
- Click and drag the items in the **order** that you would like to see them in the **report** (either ascending or descending order). Therefore, you will be clicking on items under he heading **"Source Data"** to items under the heading **"Columns"**. The items in the list are the only topics that you can sort by.
- When you are done **sorting the list**, click on the **OK** button. Now the report will be sorted by the topics that you have chosen.
- To **print** this report, click on the **print** button.
- If you would like to **exit** this report, click on the **exit** button.



Code File → Marker Body

The Marker code file is a listing of all of the Markers entered in the Marker/Body Code Table. The list contains the code and description for each marker.

- · Click Report on the **Menu** Bar
- · Choose **Code File**
- · Select Marker (Body)
- To see a range of Marker code tables, enter a marker code in the "**Body Range From**" field and enter another marker code in the "**Body Range To**" field.

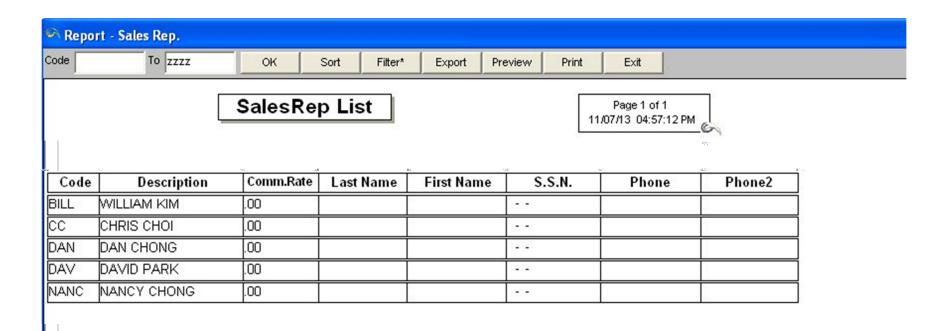
-OR-

- Click on the **OK** button to retrieve all of the markers from the marker code table.
- If you want to print this listing, click on the **Print** button.

Code File → Sales Rep

This report lists the **Sales Reps. names, codes, and commission rates**. You can also see a range of **salesreps** instead of the whole list.

- · Click **Report** on the **Menu** Bar
- · Choose **Code** File
- · Select Sales Rep
- · Click on the **OK** button to retrieve a listing of your **Sales Representatives**
- If you want to **print** this **report**, click on the **Print** button



Code File → Season

This report lists the seasons and their codes. You can see a range of seasons instead of the whole list.

- · Click on **Report** on the **Menu** Bar
- · Choose **Code** File
- · Select **Season**
- · Click on the **OK** button to retrieve a listing of the **seasons**
- If you want to **print** the listing, click on the **Print** button



Code File → Ship Via

This report lists the means of delivery and their codes. You can also see a range instead of the whole list.

NOTE: The Ship Via code table is based on UPS. Any ship via that is not UPS should be listed as "Not UPS"

- · Click **Report** on the **Menu** Bar
- · Choose **Code** File
- · Choose Ship Via
- · Click on the **OK** button to retrieve a listing of the **Ship via**

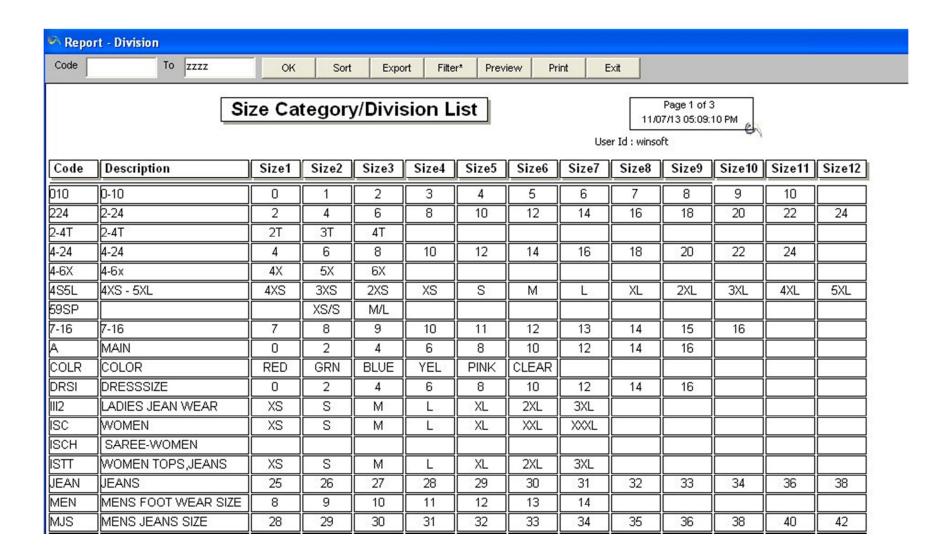


Code File → Size Category

This **report** allows you to view all of the **size categories** in a list. It also includes the **code**, **description and the size break**. You can even select a **range of size categories** instead of seeing the whole list.

- · Click **Report** on the **Menu** Bar
- · Choose **Code** File

- Select Size Category
- · Click on the **OK** button to retrieve the **size category listing**



Code File → Terms

This report lists the **description** of the **terms** and their **codes**. You can see a range instead of the whole list.

- · Click **Report** on the **Menu** Bar
- · Choose **Code File**
- · Choose **Terms**
- · Click on the **OK** button to retrieve a **listing of the Terms**

