

Managing Inventory Units

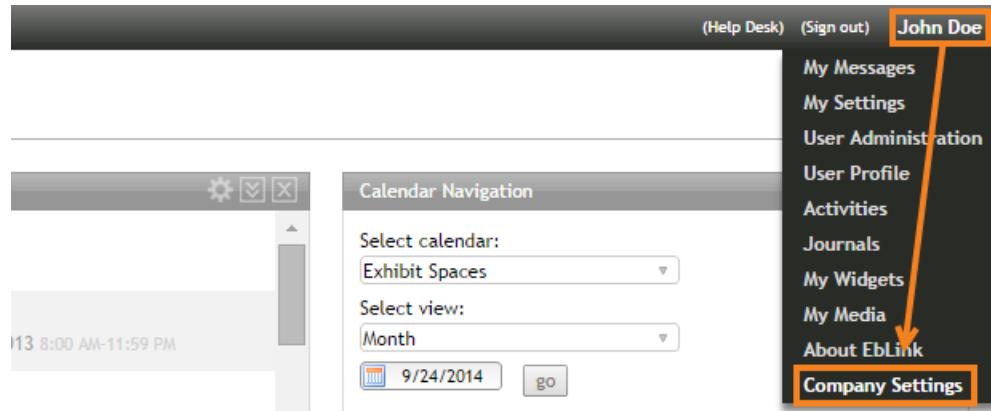
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This document will walk you through:

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Navigating to the Inventory Units Page

1. Hover over your name in the upper-right corner of the browser window.
2. Click **Company Settings**.



3. Click **Inventory Units**.

Choose a Section

- Calendars
- Tag Group
- User Summary
- User Management
- Currencies
- Exchange Rates
- Inventory Units**
- Multiplier Settings
- Departments
- GL Accounts
- Profile Groups
- Calendar Widgets
- Invoicing Settings
- Custom Fields

+Add Unit

Basic Type	Name	Abbrev	Quantity	
CubicFoot	Cubic foot	ft3	1	⊗
CubicMeter	Cubic meter	m3	1	⊗
Currency	Currency	curr	1	⊗
Day	Day	dy	1	**
One	Each	ea	1	**
LinearFeet	Feet	ft	1	⊗
Gallon	Gallon	gal	1	**
Hour	Hour	hr	1	**
Kilogram	Kilogram	kg	1	⊗
Kilowatt	Kilowatt	kw	1	⊗
Liter	Liter	ltr	1	⊗
LinearMeter	Meters	m	1	⊗
Minute	Minute	min	1	⊗
Pound	Pound	lbs	1	⊗
Quart	Quart	qt	1	⊗
SquareFeet	Square feet	ft ²	1	⊗
SquareMeter	Square meters	m ²	1	⊗

**Items are not deletable if they are in-use.

Adding Units

1. Click **+Add Unit**.
2. Type a name for the unit.
3. Type an abbreviation for the unit.
4. Type the quantity by which the unit will be counted. (e.g. 30 could be used for 30-minute intervals, as shown in the image.)
5. Select the radio button for the basic type of the unit.
6. Click **Save**.

The image shows a software interface for adding units. On the left is a sidebar menu with sections like 'Calendars', 'Inventory Units', and 'Custom Fields'. A '+Add Unit' button is highlighted in orange. An arrow points from this button to a dialog box. The dialog box has a title '30 Minute Intervals' and a 'Quantity:' label. Below the label is a text input field containing '30'. Underneath the input field is a list of unit types, each with a radio button. The 'Minute' option is selected and highlighted with an orange box. An arrow points from the 'Minute' radio button to the 'Save' button at the bottom of the dialog, which is also highlighted with an orange box. The 'Cancel' button is also visible.

Editing Units

1. Make any adjustments to the units' names, abbreviations and quantities. Fields that have been changed will be highlighted in tan.

Choose a Section

- Calendars
- Tag Group
- User Summary
- User Management
- Currencies
- Exchange Rates
- Inventory Units**
- Multiplier Settings
- Departments
- GL Accounts
- Profile Groups
- Calendar Widgets
- Invoicing Settings
- Custom Fields

+Add Unit

Basic Type	Name	Abbrev	Quantity	
CubicFoot	Cubic foot	ft ³	1	⊗
CubicMeter	Cubic meter	m ³	1	⊗
Currency	Currency	curr	1	⊗
Day	Day	dy	1	**
One	Each	ea	1	**
LinearFeet	Feet	ft	1	⊗
Gallon	Gallon	gal	1	**
Hour	Hour	hr	1	**
Kilogram	Kilogram	kg	1	⊗
Kilowatt	Kilowatt	kw	1	⊗
Liter	Liter	ltr	1	⊗
LinearMeter	Meters	m	1	⊗
Minute	Minute	min	1	⊗
Pound	Pound	lbs	1	⊗
Quart	Quart	qt	1	⊗
SquareFeet	Square feet	ft ²	1	⊗
SquareMeter	Square meters	m ²	1	⊗

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2. Click **Save** in the upper-right corner of the browser window.



Deleting Units

1. Click the circled X next to a unit.

Note: units that are in use cannot be deleted, so they will not have the circled X.

Basic Type	Name	Abbrev	Quantity	
Minute	30 Minute Intervals	30min	30	<input checked="" type="checkbox"/>
CubicFoot	Cubic foot	ft3	1	<input type="checkbox"/>
CubicMeter	Cubic meter	m3	1	<input type="checkbox"/>
Currency	Currency	curr	1	<input type="checkbox"/>
Day	Day	dy	1	**
One	Each	ea	1	**

2. You can continue clicking the circled X for as many units as you want to delete. Units marked for deletion will have a red rectangle surrounding them.

Basic Type	Name	Abbrev	Quantity	
Minute	30 Minute Intervals	30min	30	<input checked="" type="checkbox"/>
CubicFoot	Cubic foot	ft3	1	<input checked="" type="checkbox"/>
CubicMeter	Cubic meter	m3	1	<input checked="" type="checkbox"/>
Currency	Currency	curr	1	<input type="checkbox"/>
Day	Day	dy	1	**
One	Each	ea	1	**
LinearFeet	Feet	ft	1	<input type="checkbox"/>
Gallon	Gallon	gal	1	**
Hour	Hour	hr	1	**
Kilogram	Kilogram	kg	1	<input checked="" type="checkbox"/>
Kilowatt	Kilowatt	kw	1	<input checked="" type="checkbox"/>
Liter	Liter	ltr	1	<input checked="" type="checkbox"/>
LinearMeter	Meters	m	1	<input checked="" type="checkbox"/>
Minute	Minute	min	1	<input checked="" type="checkbox"/>
Pound	Pound	lbs	1	<input checked="" type="checkbox"/>
Quart	Quart	qt	1	<input checked="" type="checkbox"/>
SquareFeet	Square feet	ft ²	1	<input checked="" type="checkbox"/>
SquareMeter	Square meters	m ²	1	<input checked="" type="checkbox"/>

**Items are not deletable if they are in-use.

3. Click **Save** in the upper-right corner of the browser window to finalize the deletions.

Save changes **Save** Reset