

WMS: Did You Know? From Professor Merlot



How to quickly remove a complete set of a Supplier's products?

As WMS is filled with many suppliers' products, you may want to delete those that you know you won't use. Instead of deleting them one at a time, you can do a batch delete in one fell swoop!

Here's how:

1. Main Switchboard -> Setup Switchboard -> Preferences -> WMS Defaults tab.

2. In the bottom left corner of this form, there is "Update All Products From:" section.

3. Select the Supplier using the **Drop Down** button, say "Jakes Wine Products" for example.

4. Press the button "**X Exclamation**", is the one to remove all of "Jakes Wine Products" from WMS.

5. A Pop-Up message will display to confirm that this action cannot be reversed.

6. Press **OK** to continue or **Cancel** to stop this action.

7. Another message to confirm this action will be displayed to again ask if you really want to remove these products from this supplier's list of products in WMS:

8. Press **OK** to continue or **Cancel** to go back.



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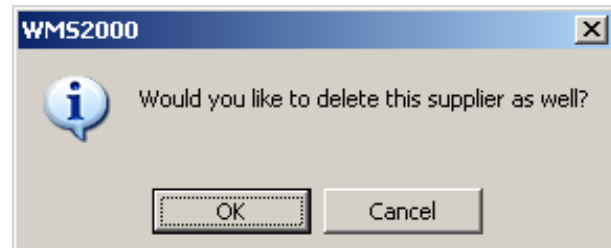


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9. A confirmation message will be shown that this supplier has 29 products in the system, press **OK** to continue.



10. Another message will ask if you would you like to delete this supplier from WMS?



11. Once removed the following confirmation of the supplier will display:



12. Once this done you will be returned to the WMS Preferences form on the WMS Defaults tab with the Supplier name removed from the **Supplier** drop down button.

