



## Setting Up Sample Items on Sales Documents

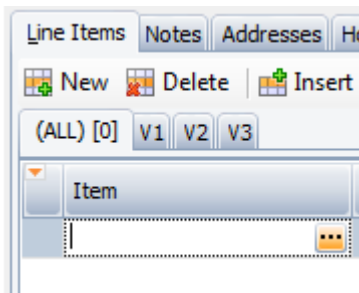
Megan De Freitas - 2024-11-22 - Sales

### Overview

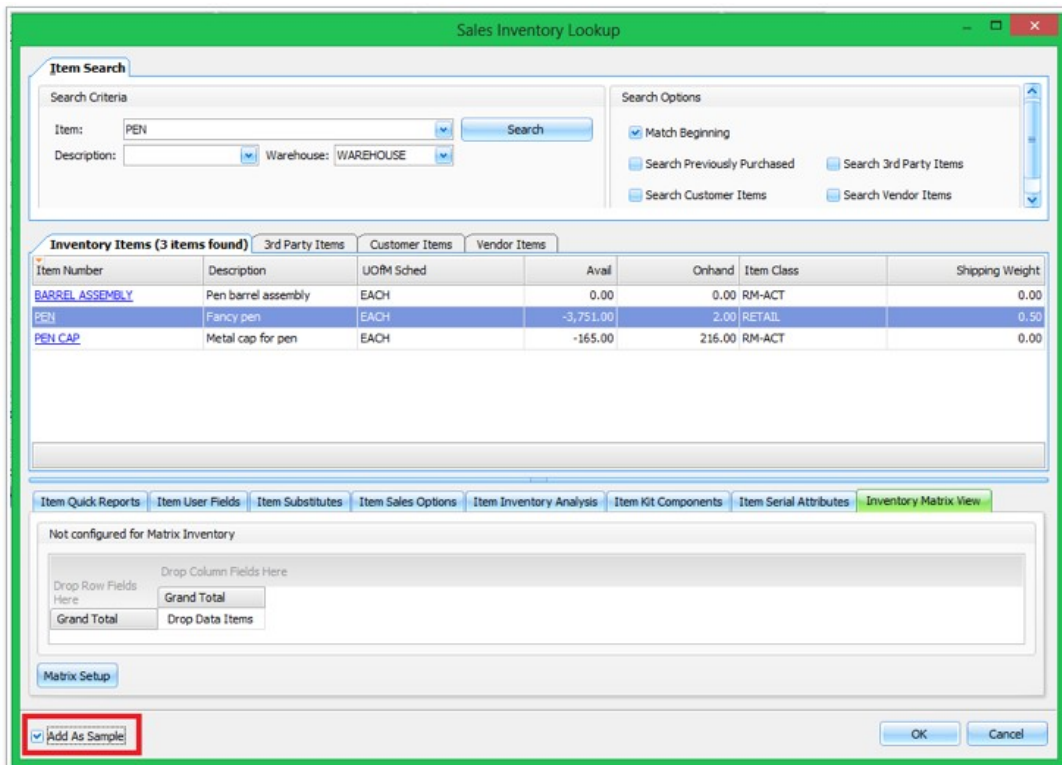
In SalesPad, you can set up sample items that are marked as sample when they show up on a sales document.

### Usage

Create a new sales document. When you click **New** to add a new line item to the document, click the ellipsis (...) in the Item box.



This opens the Sales Inventory Lookup screen. In the Item search field, type the word PEN to display a list of items containing the word. Select the item PEN from the list and click the **Add as Sample** checkbox in the lower left corner of the screen.



The sample item itself is then automatically pushed into the item description in the sales line, so you will know specifically what type of sample it is.

Line Items						Notes	Addresses	Holds	User Fields	Audit	Related Documents	Purchases	Quick Re
New		Delete		Insert		Item Number							
						SAMPLE							
Item	Description	Qty	Price	Ext Price									
!	SAMPLE	Sample: Metal cap for pen /PEN CAP	1	0.00	0.00								

### Settings

*Sample Item Number* - Determines the item number to use for a sample item.