



Ultriva 7.6 and Higher

Enable an Item

Reference Guide

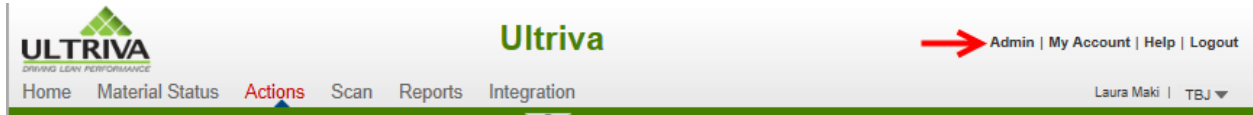
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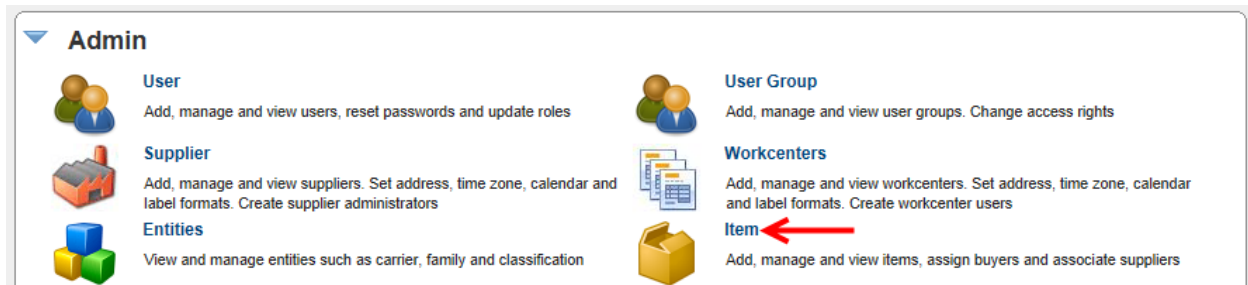
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Enable an Item

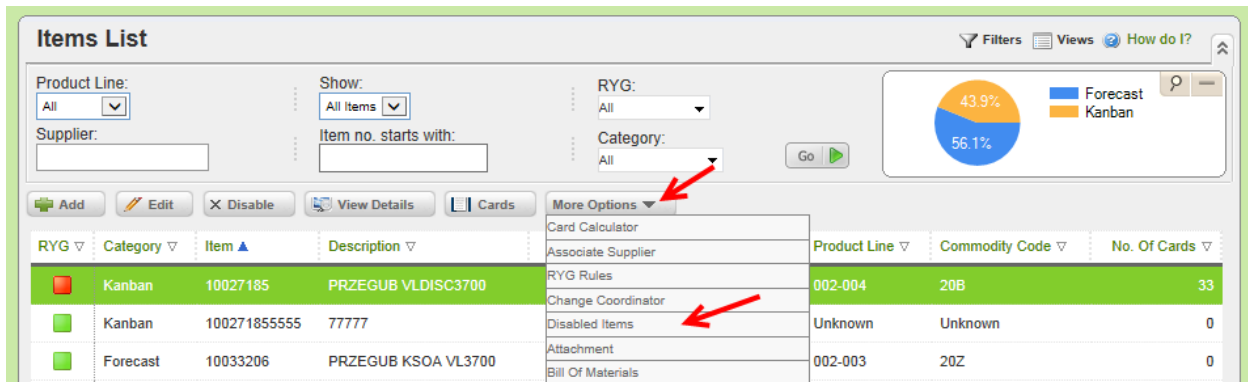
To navigate to the “Enable an Item”, Click on “Admin”



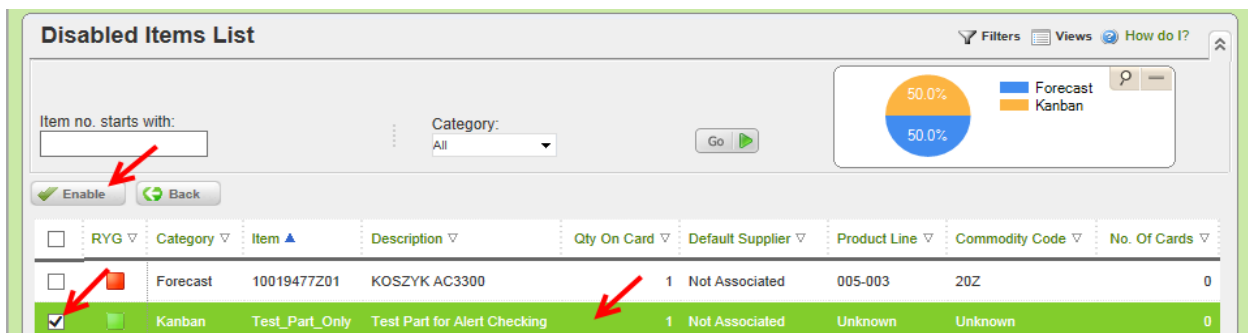
Click on “Item”



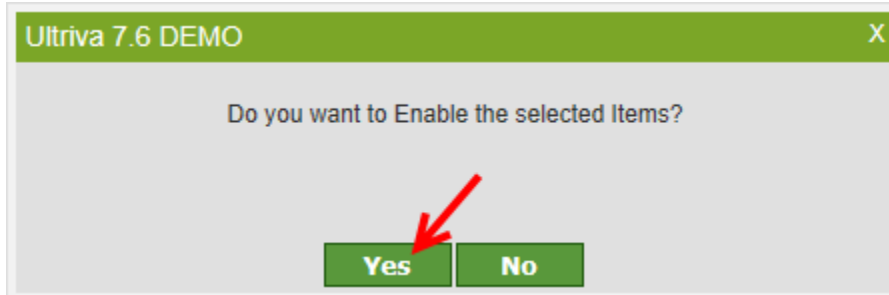
Click on the drop down arrow in the “More Options” field. Select “Disabled Items”.



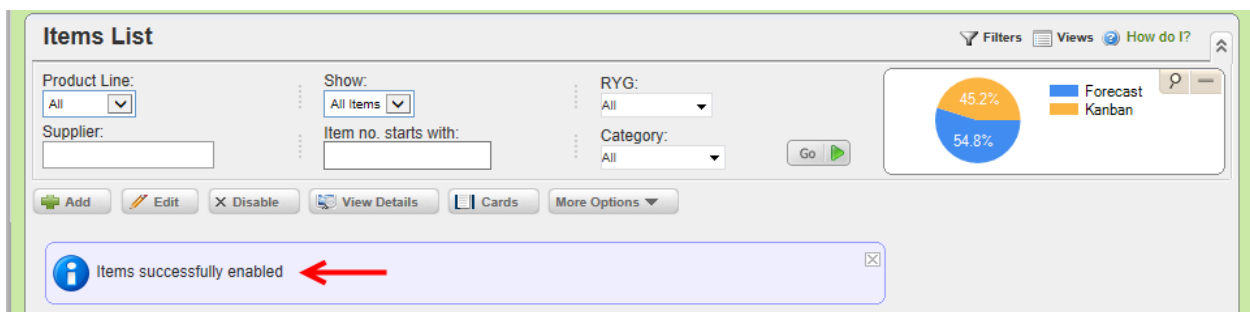
Click in the selection box for the “Item” to be enabled and the line will highlight. Click on the “Enable” button.



Click on the “Yes” button.



The “Item successfully enabled”



 **Important – Once “Enabled”, suppliers will have to be associated with the item and the cards will need to be created.**