

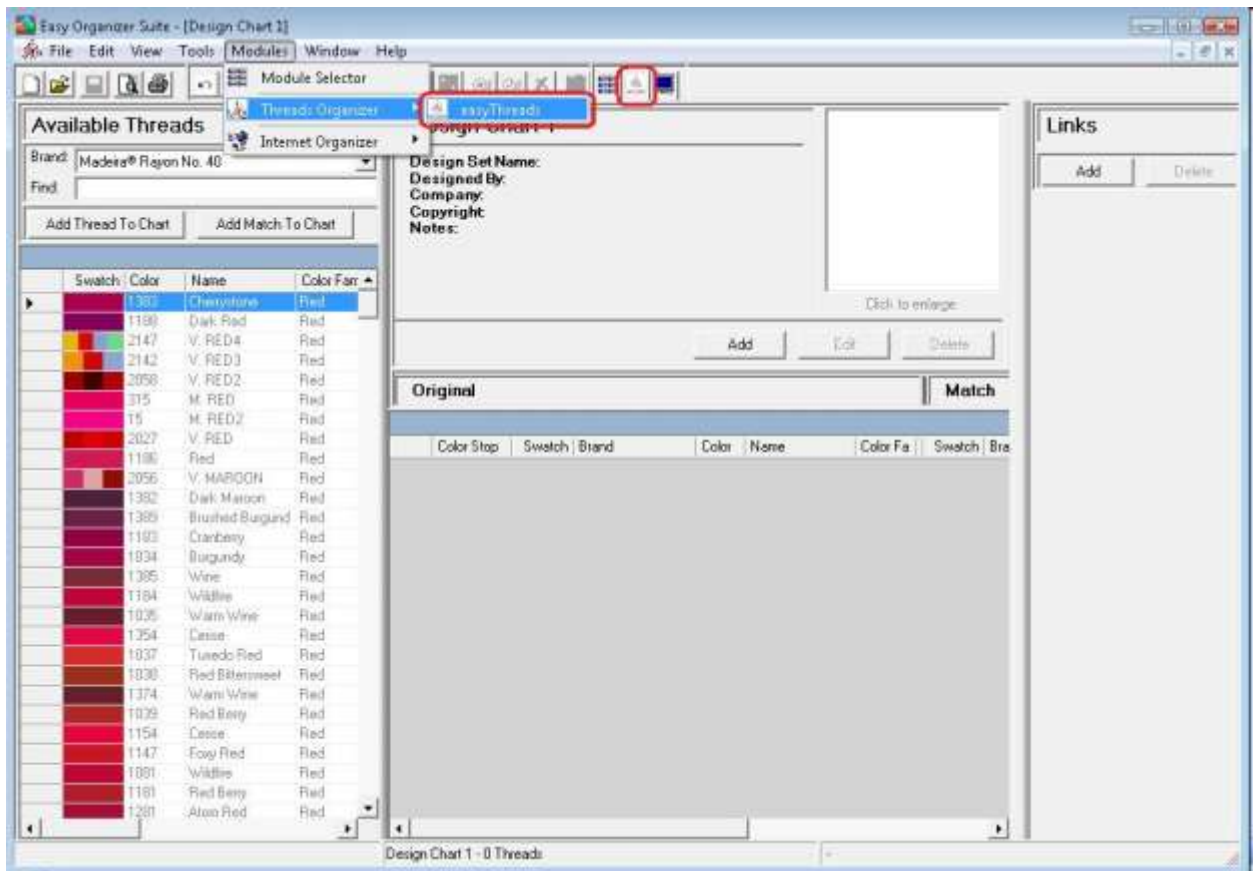
# Easy Organizer Suite™ Threads Organizer™ Module Pack easythreads™ Module

## Lesson 2 - How to Work with My Inventory

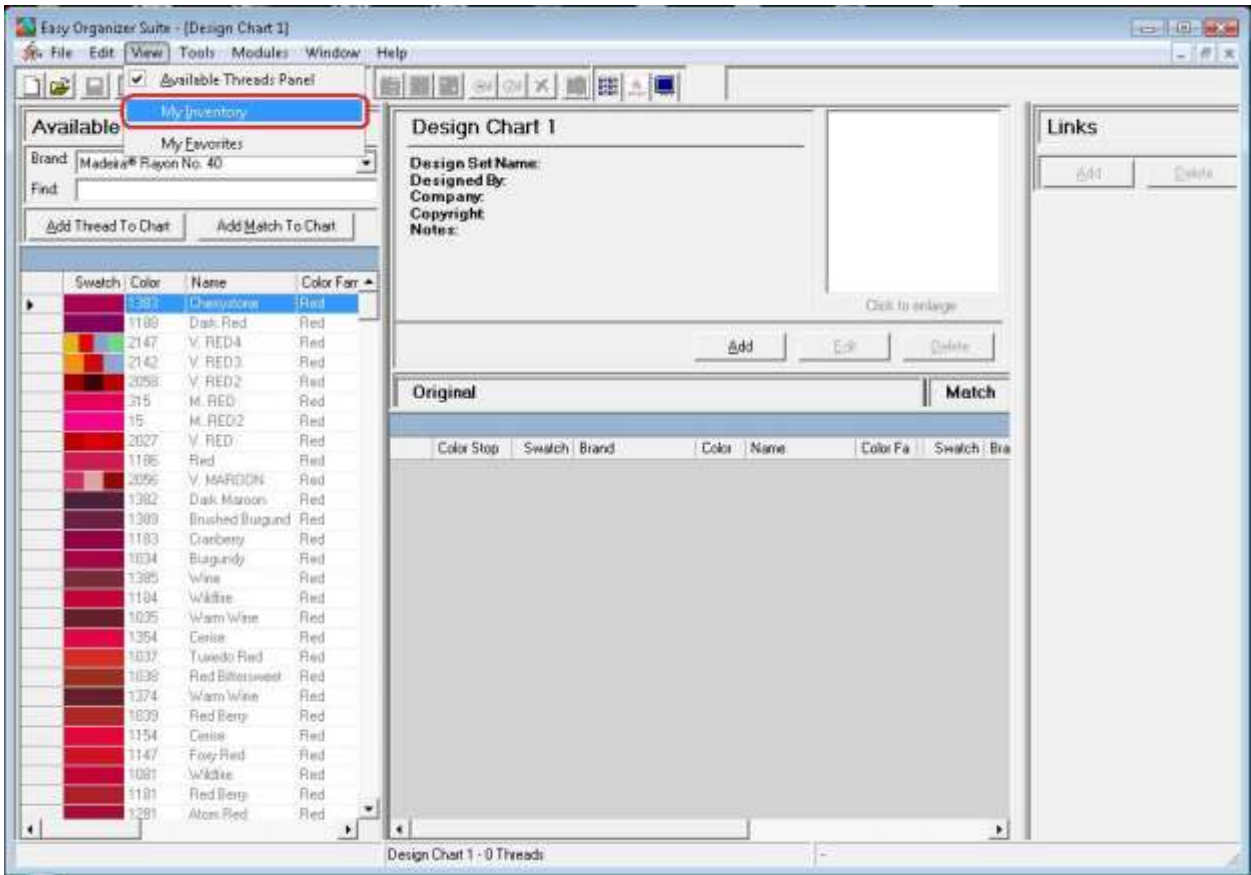
Welcome to the **easythreads™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easythreads™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in order. Our second lesson will show you how to add, edit and delete My Inventory Lists and how to add and delete threads from the lists.

### *Adding a new My Inventory List*

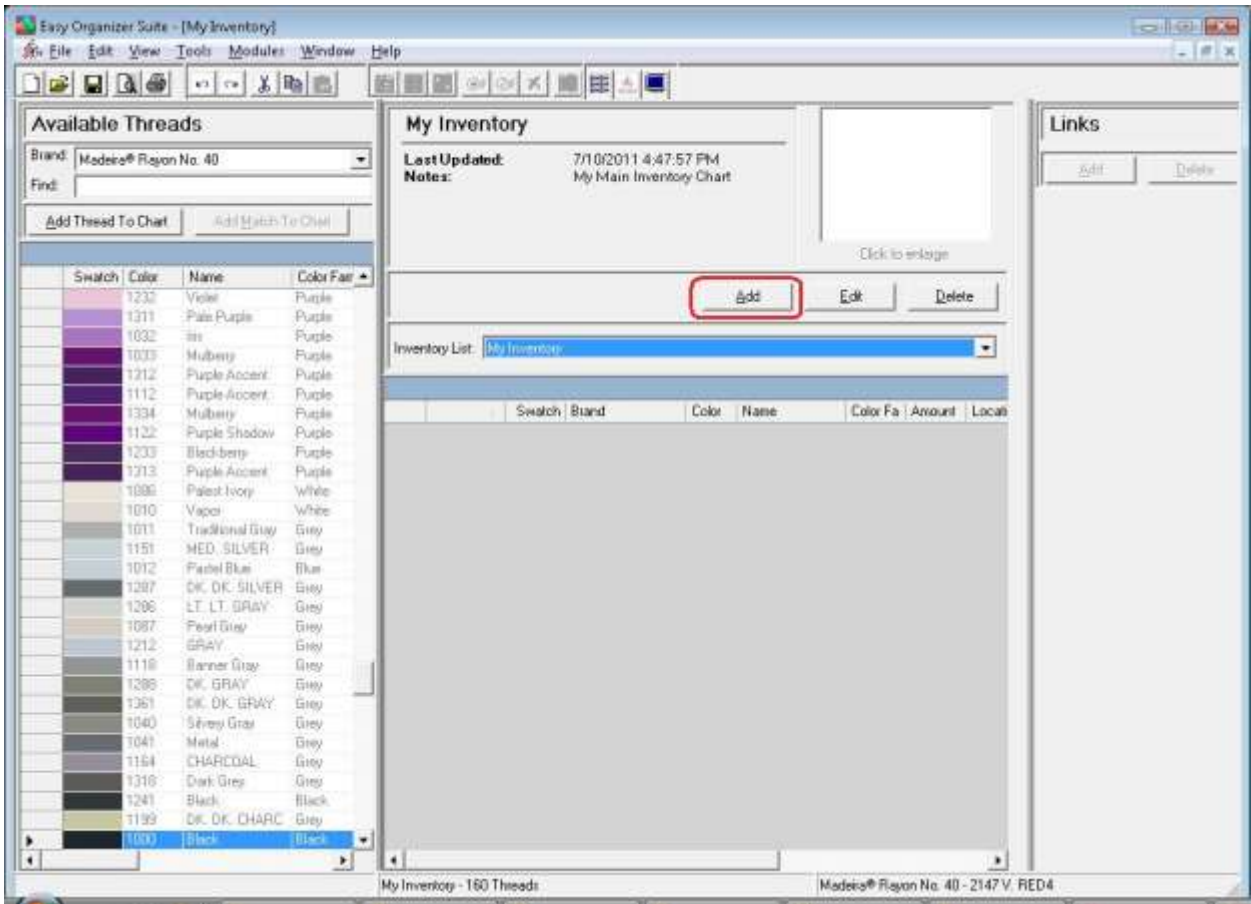
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



2. To open My Inventory, select View → My Inventory.



3. To add a new My Inventory List, click on the Add button.



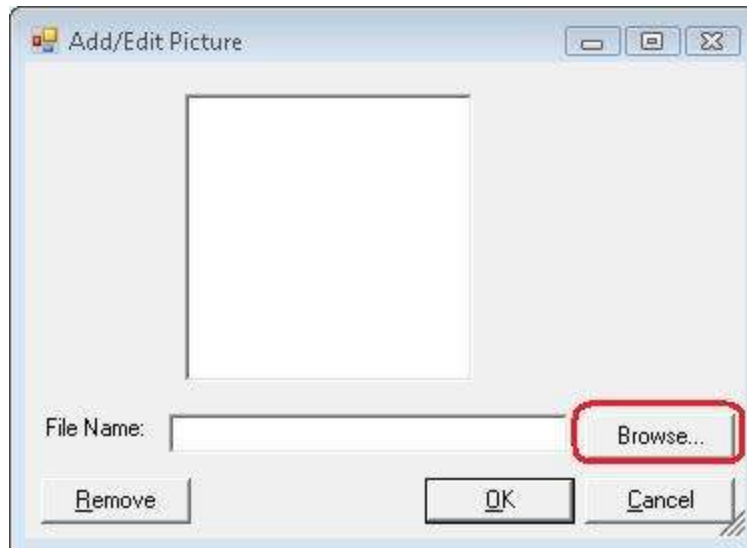
4. The Add/Edit Inventory List form will open. Enter the name and notes in the form. For this lesson, let's enter this information:

Name: My Madeira Rayon Threads

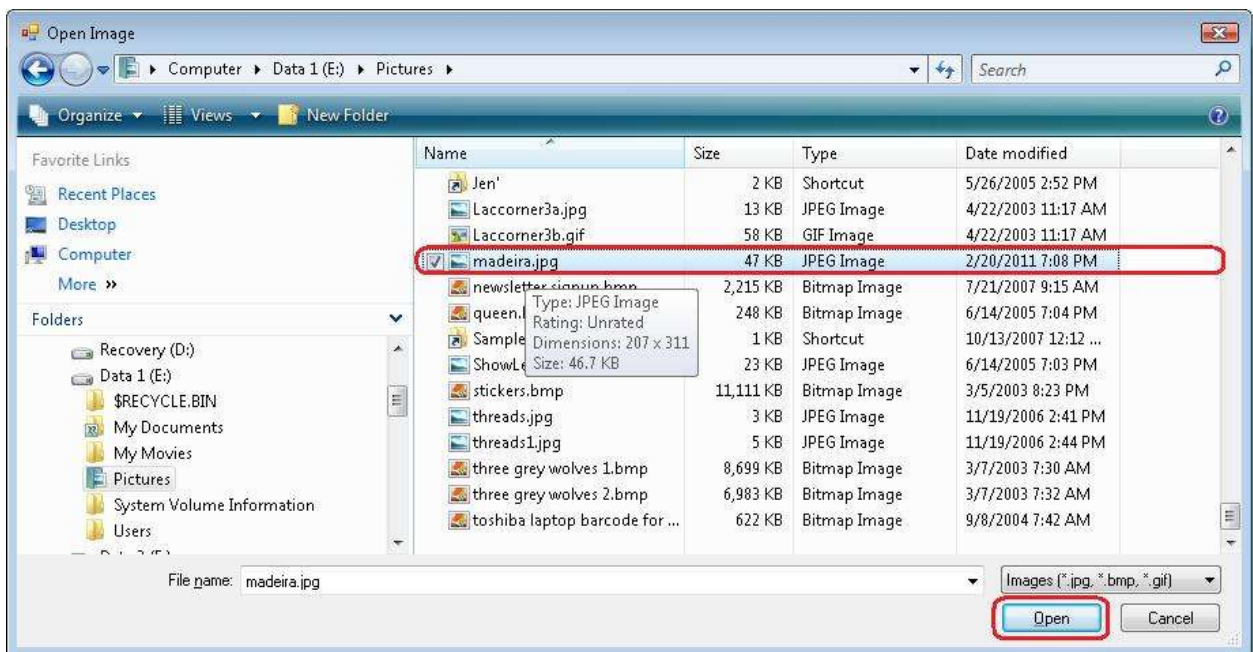
Notes: This is a list of all the Madeira Rayon threads that I have.



- To add a picture to your new Inventory List, click on the Picture... button. The Add/Edit Picture form will open. Click the Browse... button to find a picture on your file system.

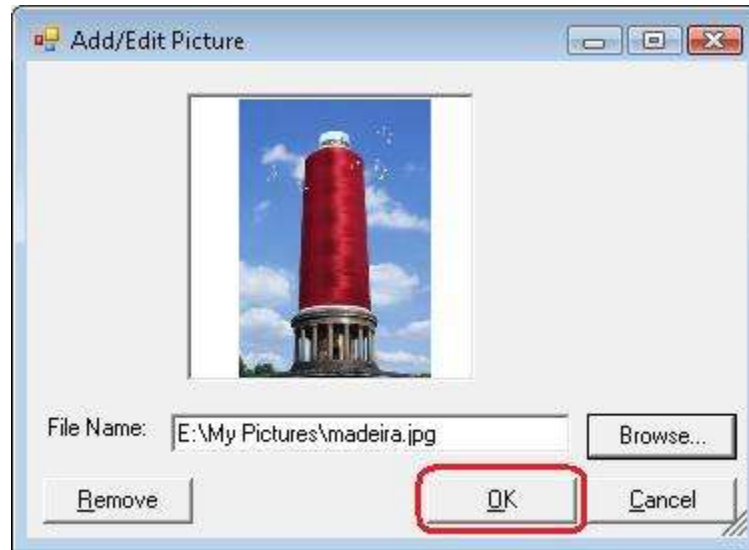


- Find a picture on your file system and click on the Open button to add the picture to your new Inventory List.

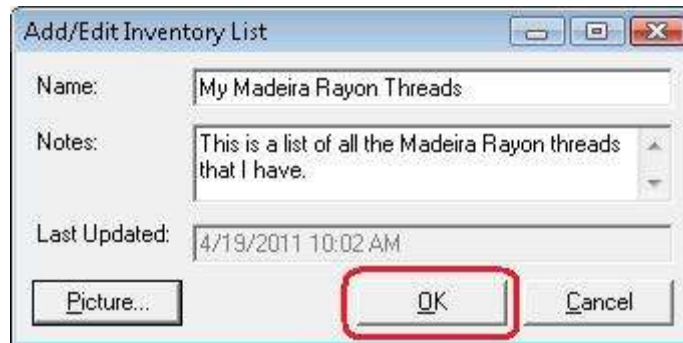


**NOTE:** The image must be less than 64KB in size.

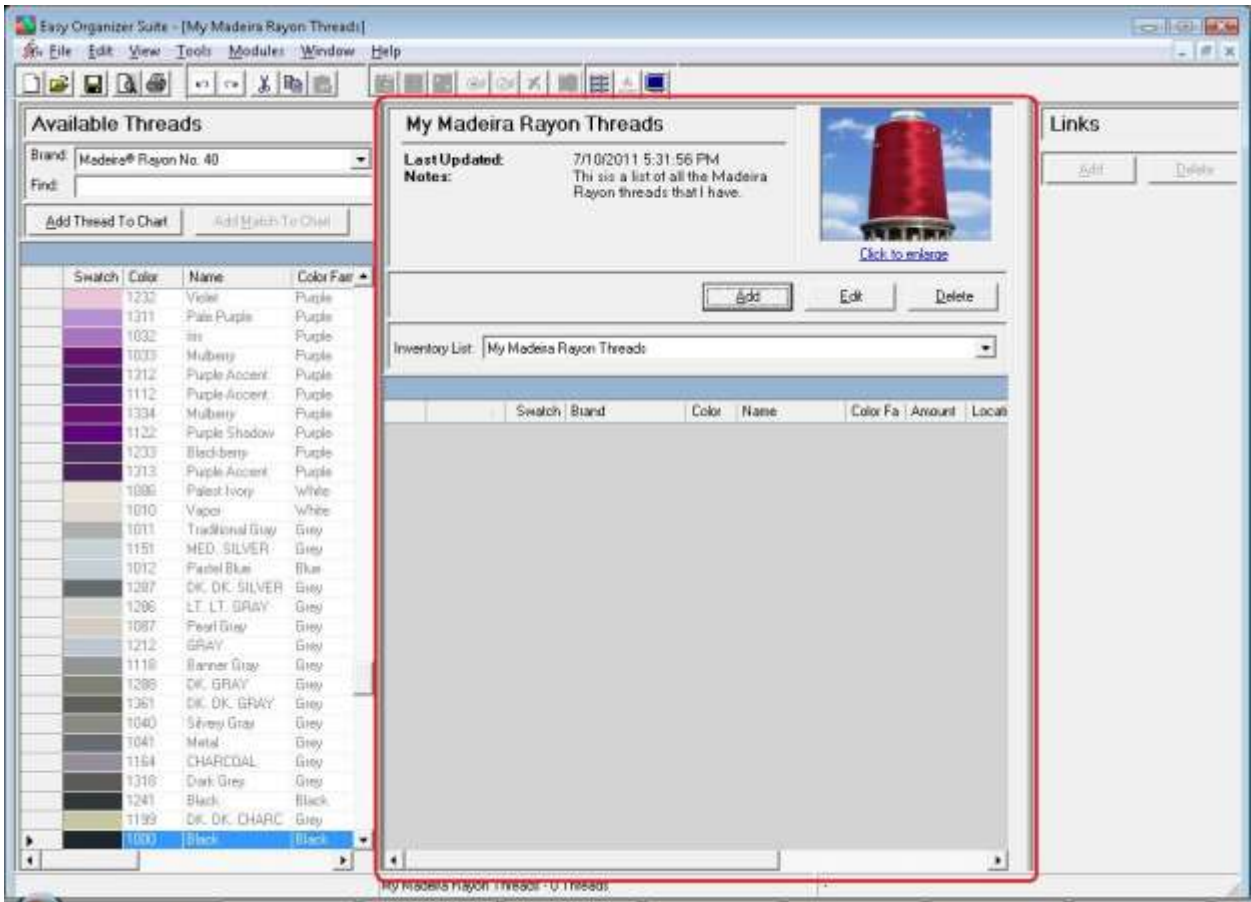
7. The picture will display in the Add/Edit picture form. Click on the OK button to accept the picture and close the Add/Edit Picture form.



8. Now click on the OK button of the Add/Edit Inventory form to add your new Inventory List.



9. Now you will see your new Inventory List. It is ready to add threads to it.



10. We'll add the threads to your new My Inventory.

There are four (4) ways to add threads to an Inventory List:

- Enter the thread number or color name in the Find box and press the enter key on the keyboard.
- Enter the thread number or color name in the Find box and click on the Add Thread To Chart button.
- Find the thread in the Available Threads grid and double click on the swatch.
- Find the thread in the Available Threads grid and drag the thread to the grid area of the My Inventory.

11. Let's use the first method, entering thread numbers into the Find box and press the enter key on the keyboard. You must select a Brand in the Available Threads panel to display the threads to enter into the My Inventory. For this lesson, select



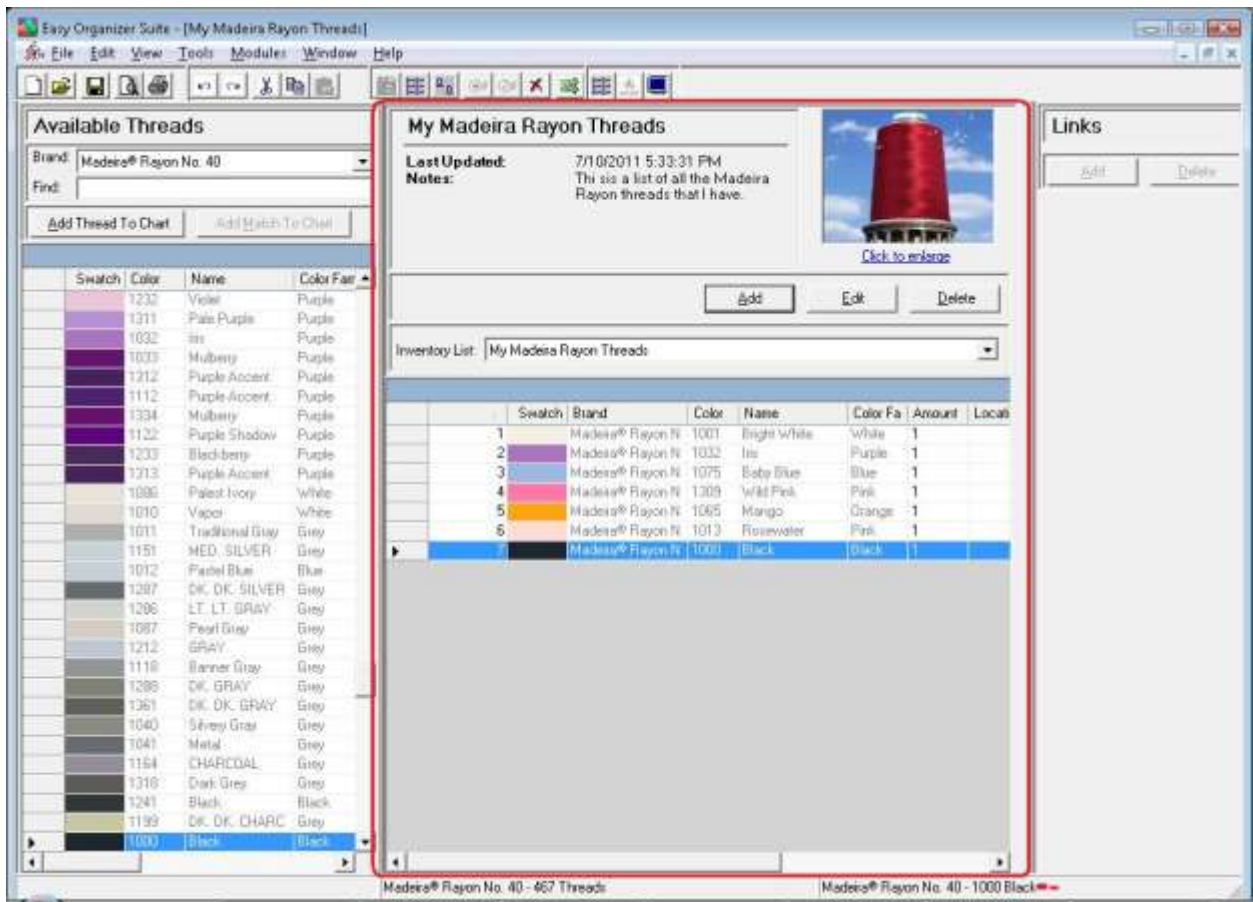
Madeira® Rayon No. 40. Now all of the threads for Madeira® Rayon No. 40 will be displayed in the Available Threads grid.

Here is a list of Madeira® Rayon No. 40 threads to add to your new Inventory List. Enter each thread number in the Find box and then press the Enter key on the keyboard.

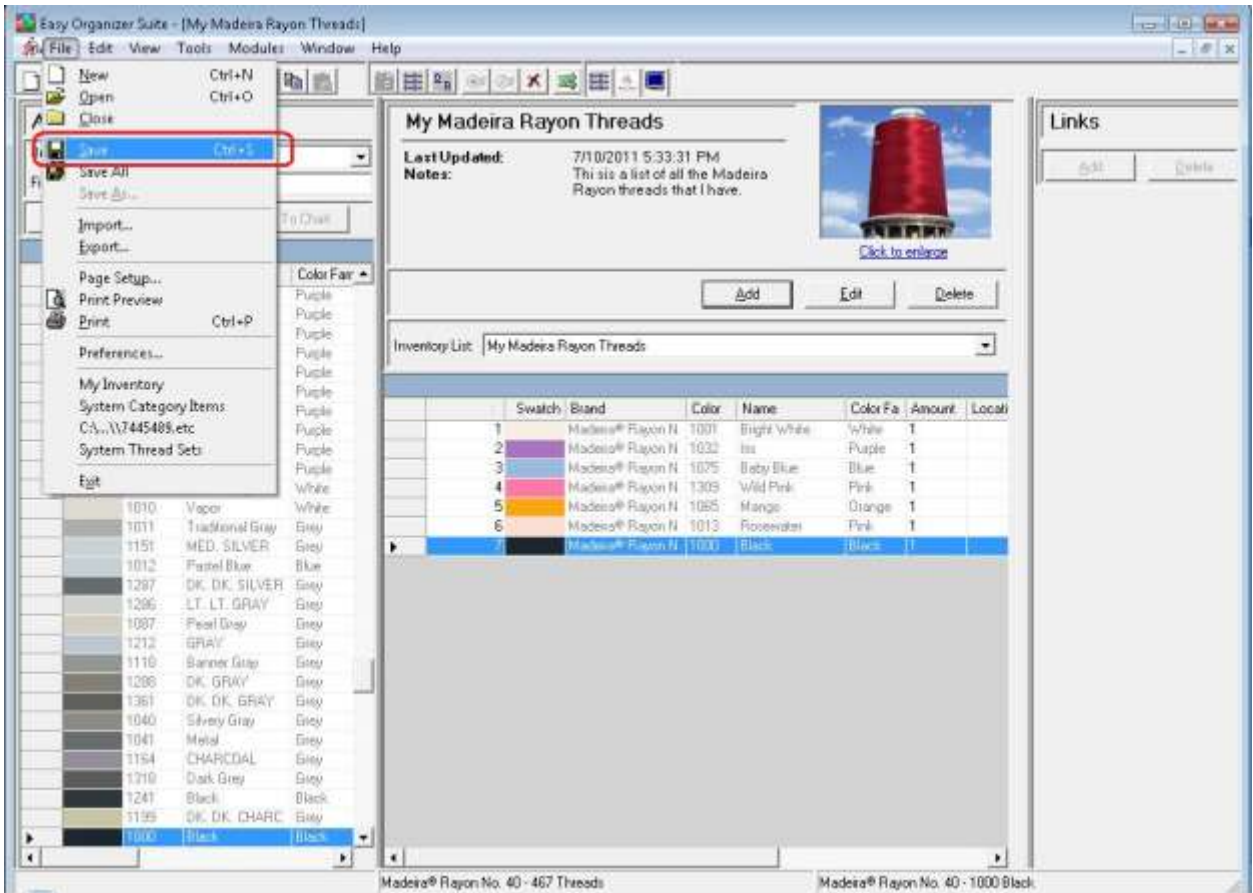
- 1001 Bright White
- 1032 Iris
- 1075 Baby Blue
- 1309 Wild Pink
- 1065 Mango
- 1013 Rosewater
- 1000 Black

You will notice that as you enter each number of the thread number, the program will highlight the thread that has that number. Once you have entered the entire number, press the Enter key on your keyboard.

12. Now you will see that all the threads are added to your new My Inventory List.



13. You should now save your new My Inventory List. To save, select File → Save from the menu, or click on the Save icon in the toolbar.

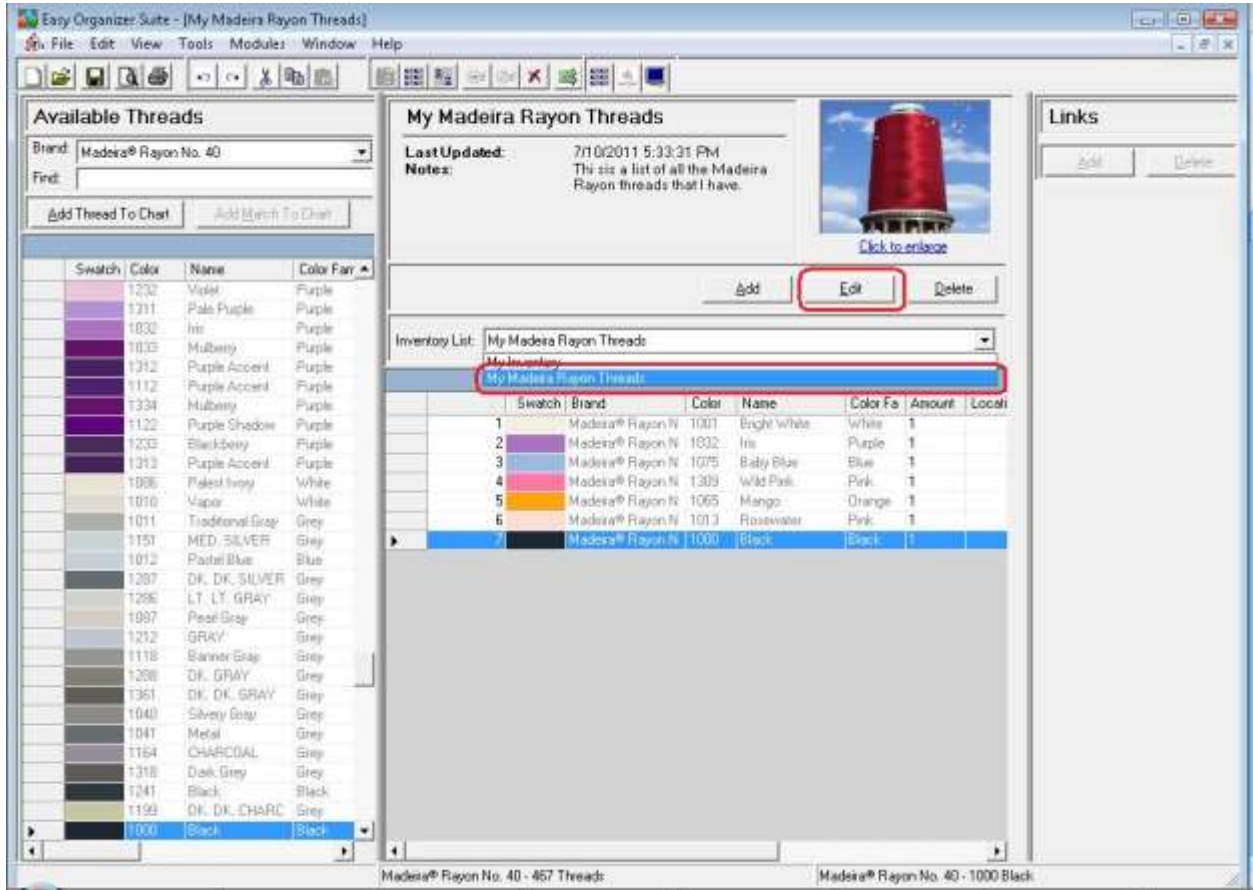


Congratulations! You have just added a new My Inventory List and added threads to it!



## Editing a My Inventory List

14. To edit an existing My Inventory List, select the list in the Inventory List drop down and then click on the Edit button.



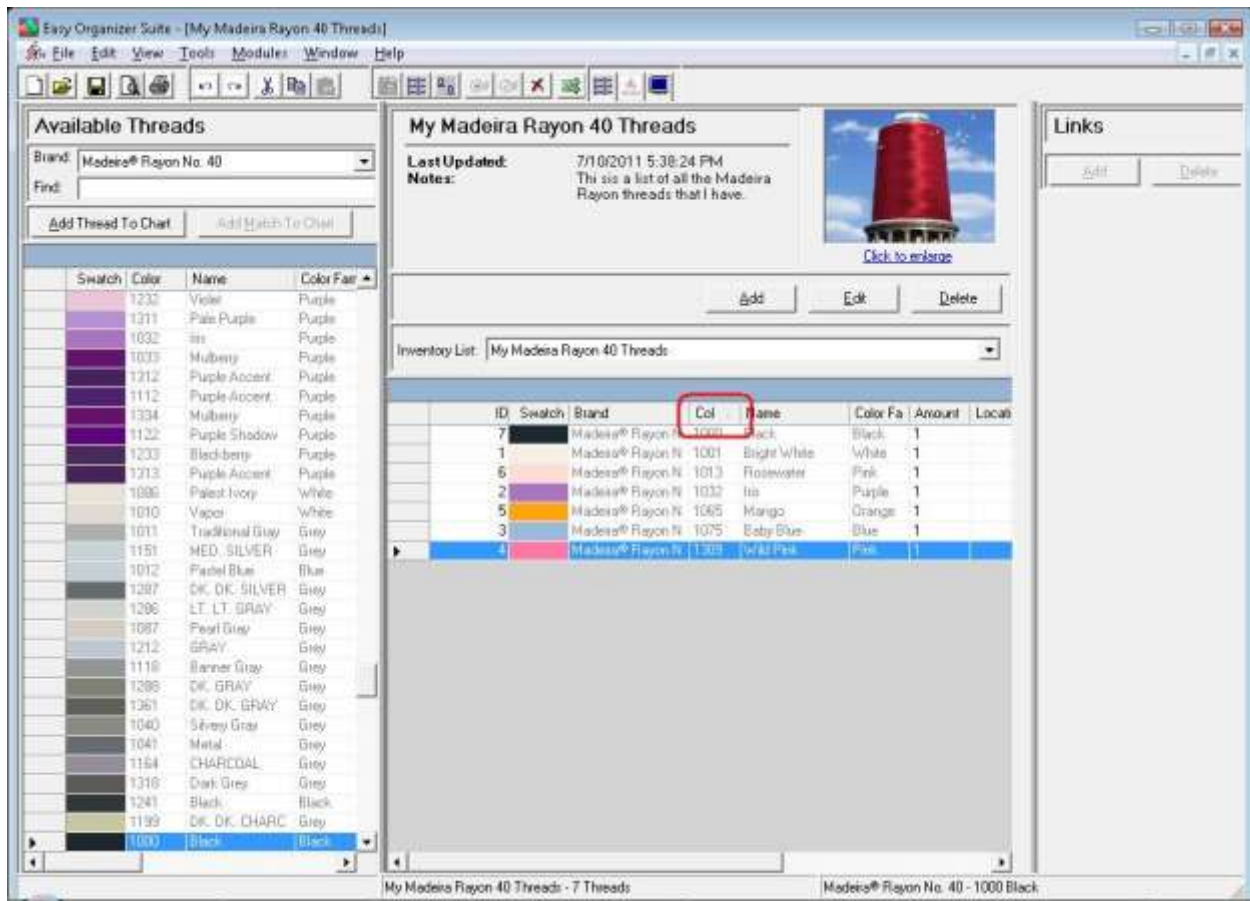
15. The Edit My Inventory List form will open.



16. You can change the name or the notes. You can also change the picture, if you'd like. Let's change the name to "My Madeira Rayon 40 Threads". Click on the OK button to save your changes.

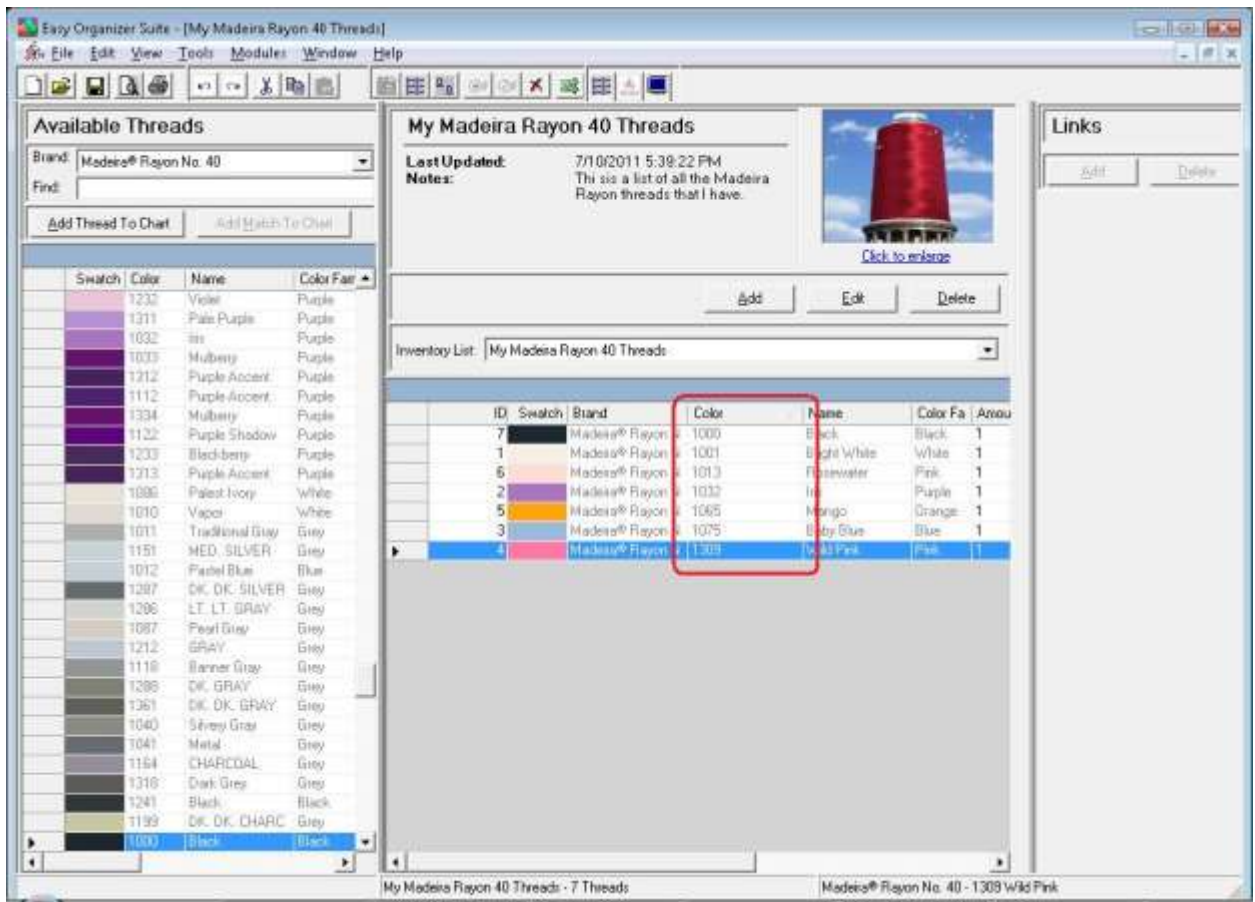


17. In any chart, including a My Inventory, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Color column in ascending order, click on the Color column heading. If you click it again, the program will sort the grid in descending order.

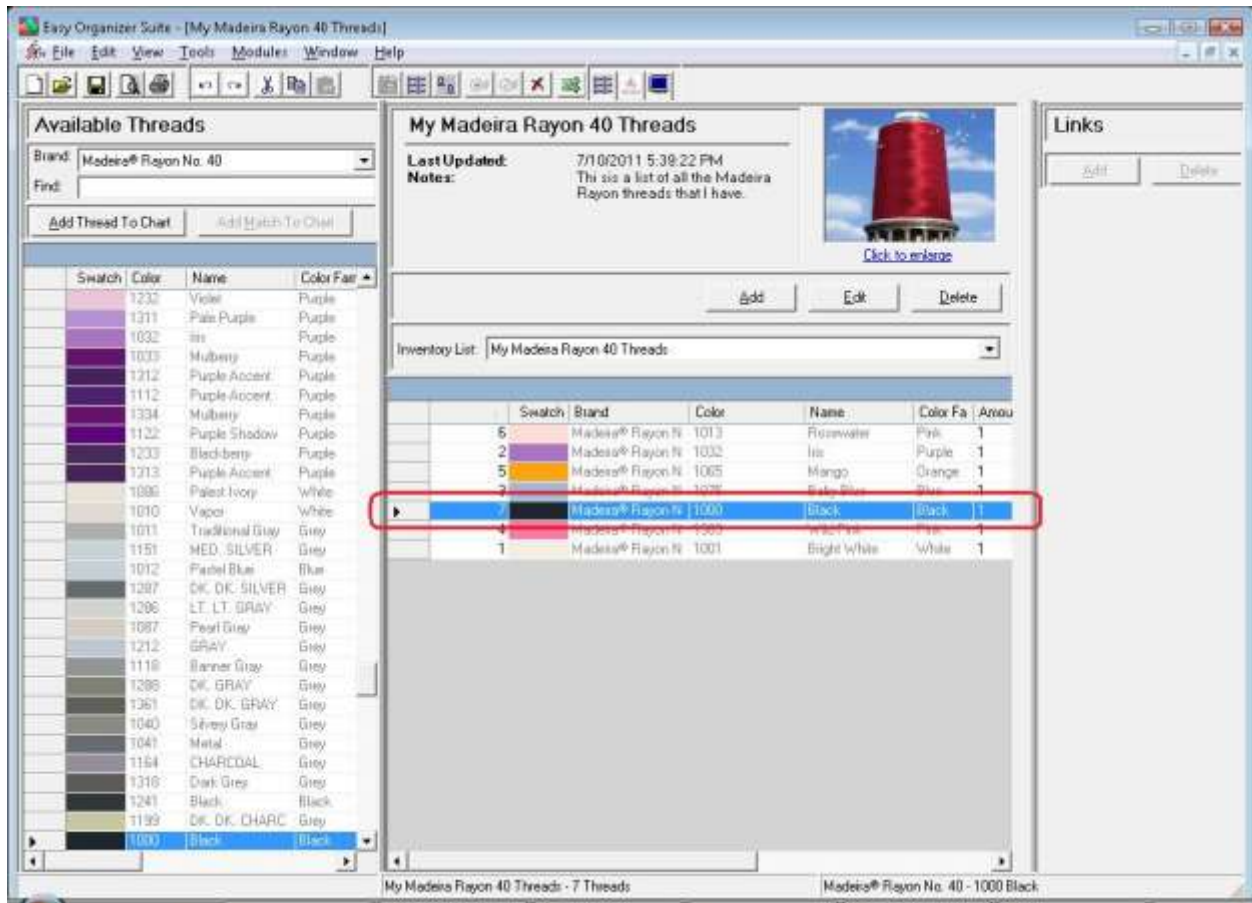


18. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let go of the mouse button to accept the new size of the column.

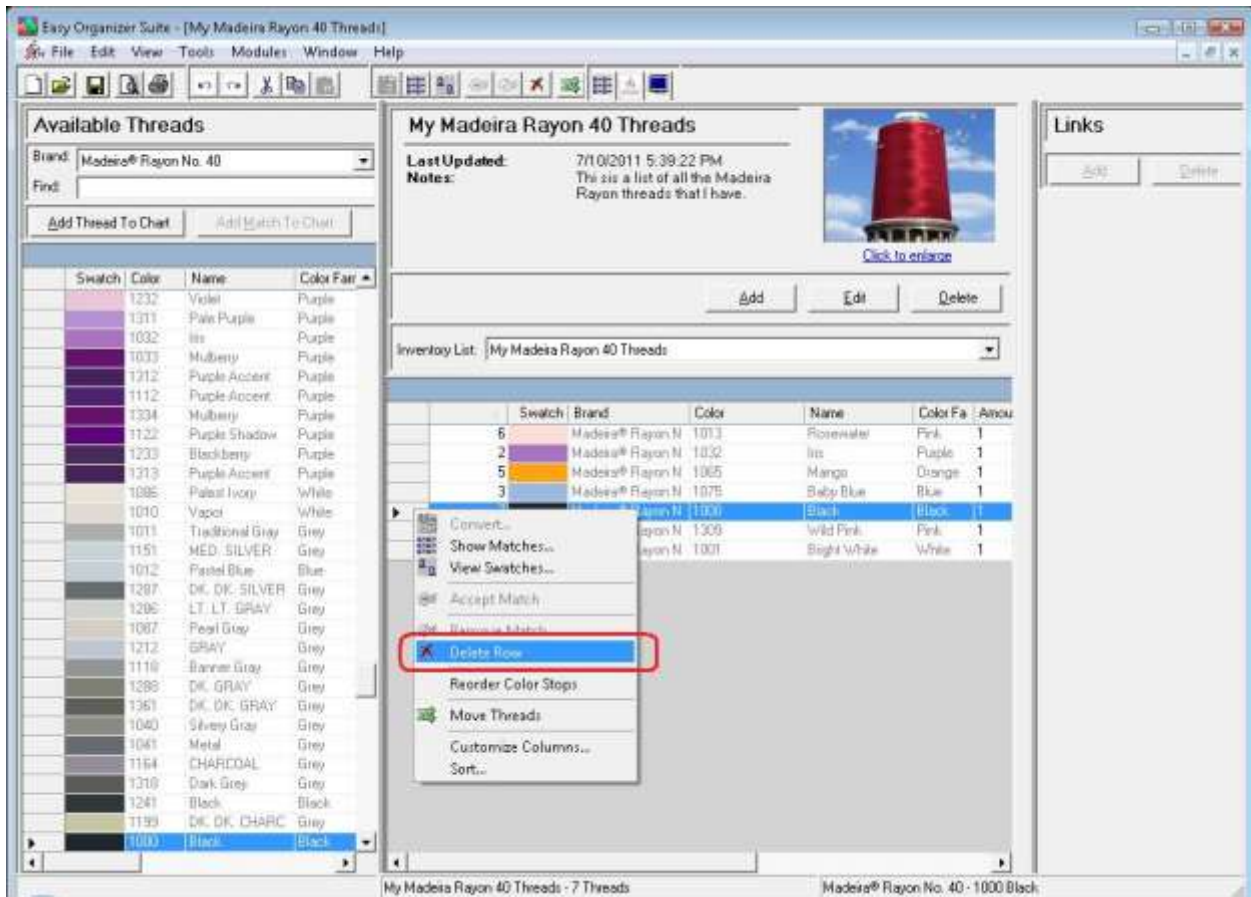
When you save the changes, the program will remember the size you have made the columns.



19. To move threads in the grid, click on the grey row header of the row you would like to move and drag it to the row you would like to move it to, then let go of the mouse button to drop the row there.



20. To delete a row, select it in the grid. Then select Tools → Delete Row or click on the Delete Row icon in the toolbar. You can also right click and select Delete Row from the context menu.

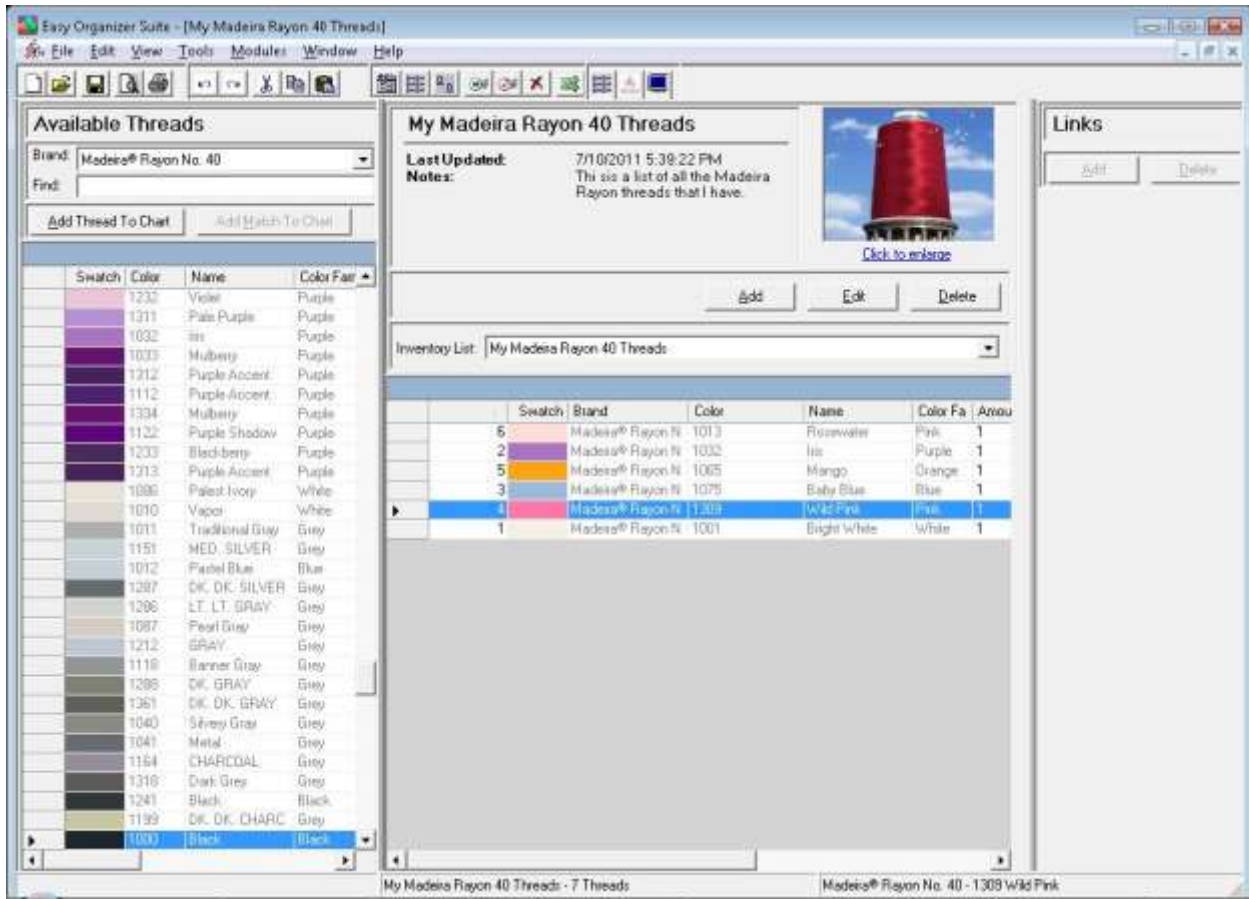


21. The program will ask if you are sure.





22. If you select Yes, the row will be deleted. If you select No, the row will not be deleted.



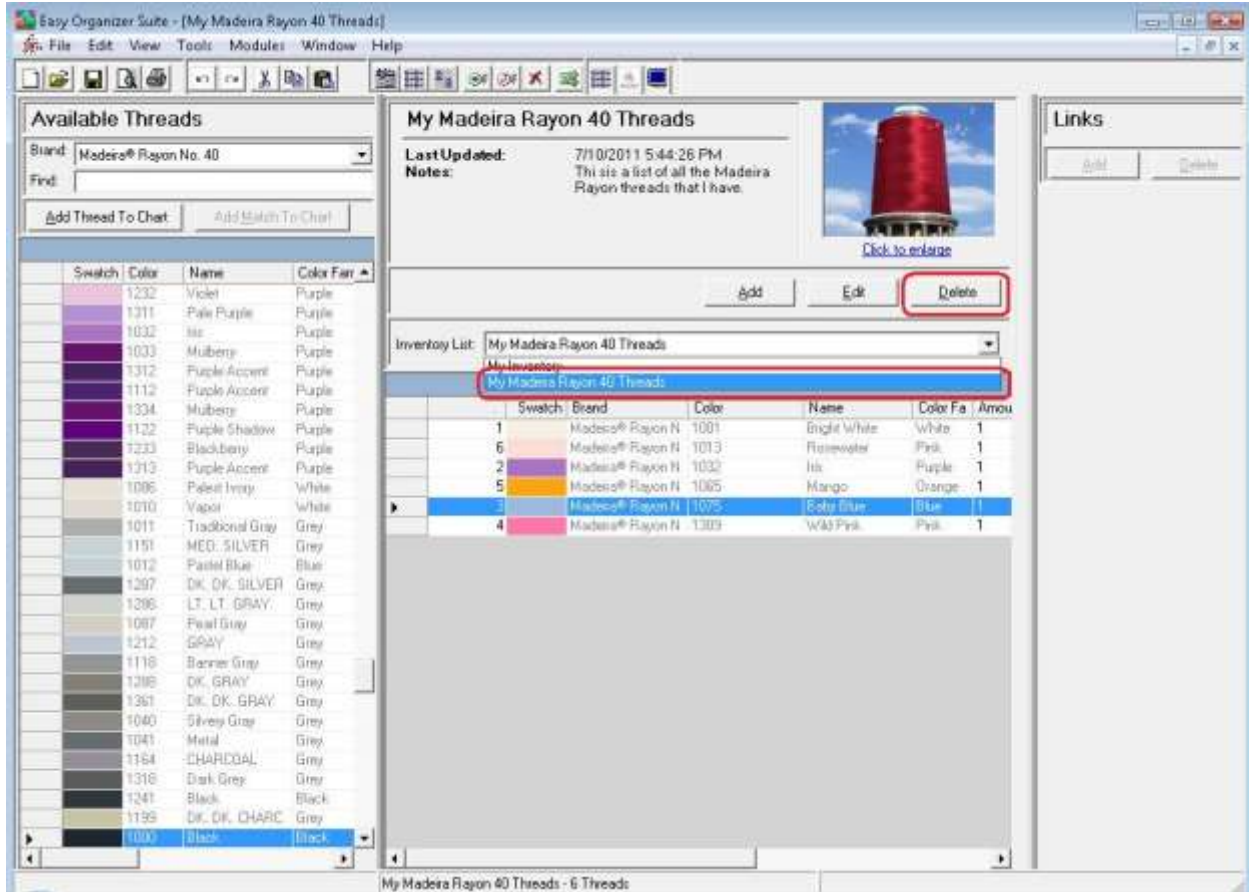
23. Be sure to save your My Inventory. Select File → Save or click on the Save icon in the toolbar.

Congratulations! You have just edited an existing My Inventory List, including moving rows and deleting rows!

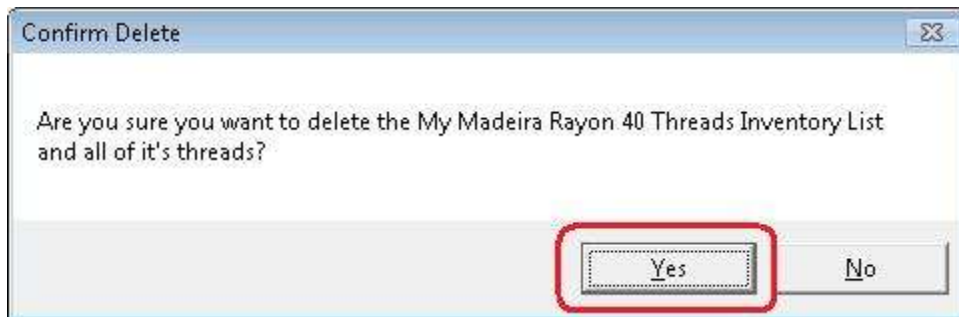


## Deleting a My Inventory List

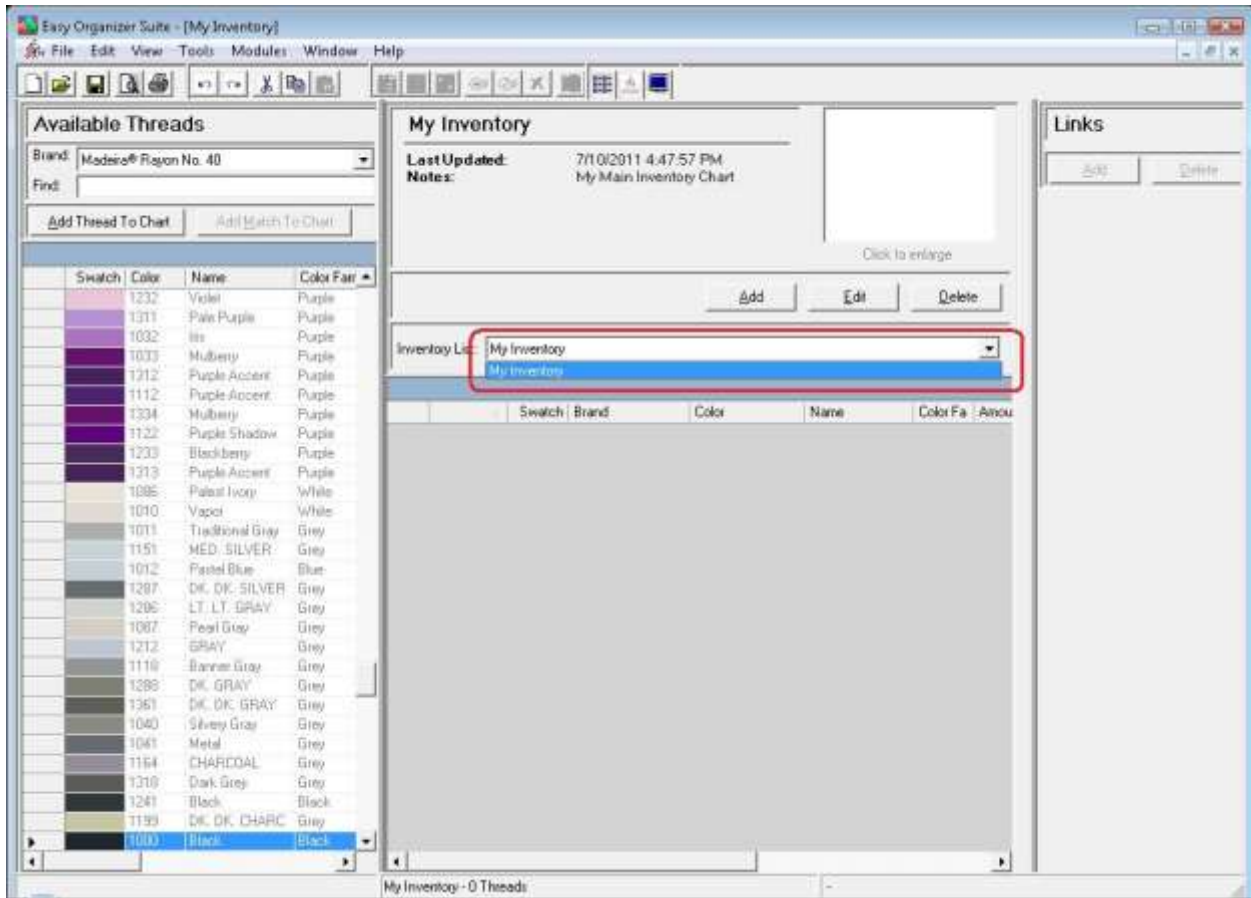
24. To delete a My Inventory List, select the Inventory List in the Inventory List dropdown, and then click on the Delete button.



25. The program will ask if you are sure. If you would definitely like to delete the Inventory List, click on the Yes button. Otherwise, click on the No button.



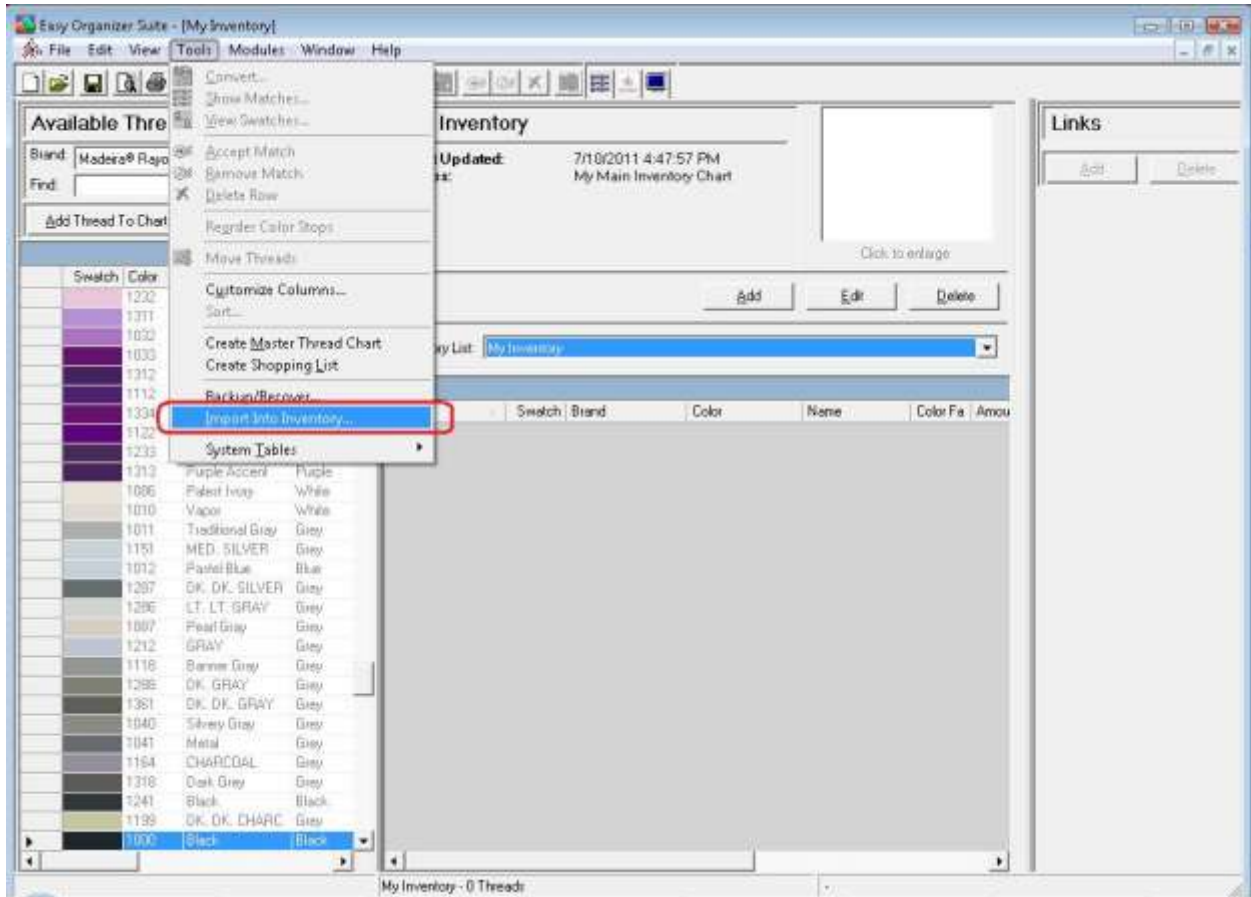
26. If you clicked on Yes, the Inventory List is deleted.



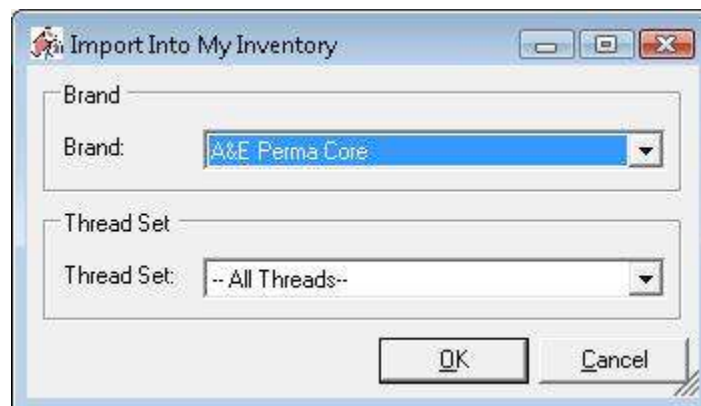
Congratulations! You have just deleted an existing My Inventory List, including all of its threads!

## Import Into My Inventory

27. A neat feature of easythreads is Import Into Inventory. You can import all of a brand's threads, or a Thread Set. To open this feature, select Tools → Import Into Inventory.



28. The Import Into Inventory form will open.



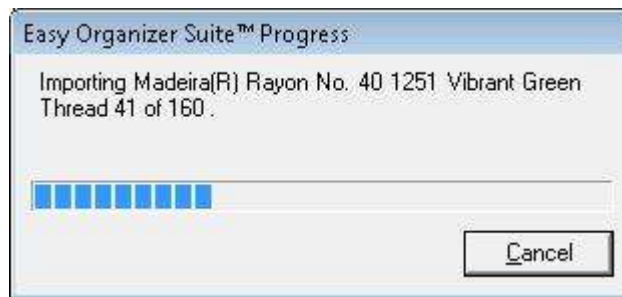
29. Select the Brand and the Thread Set. For this example, we'll use the information below. Then click on the OK button to begin importing.

Brand: Madeira® Rayon No. 40

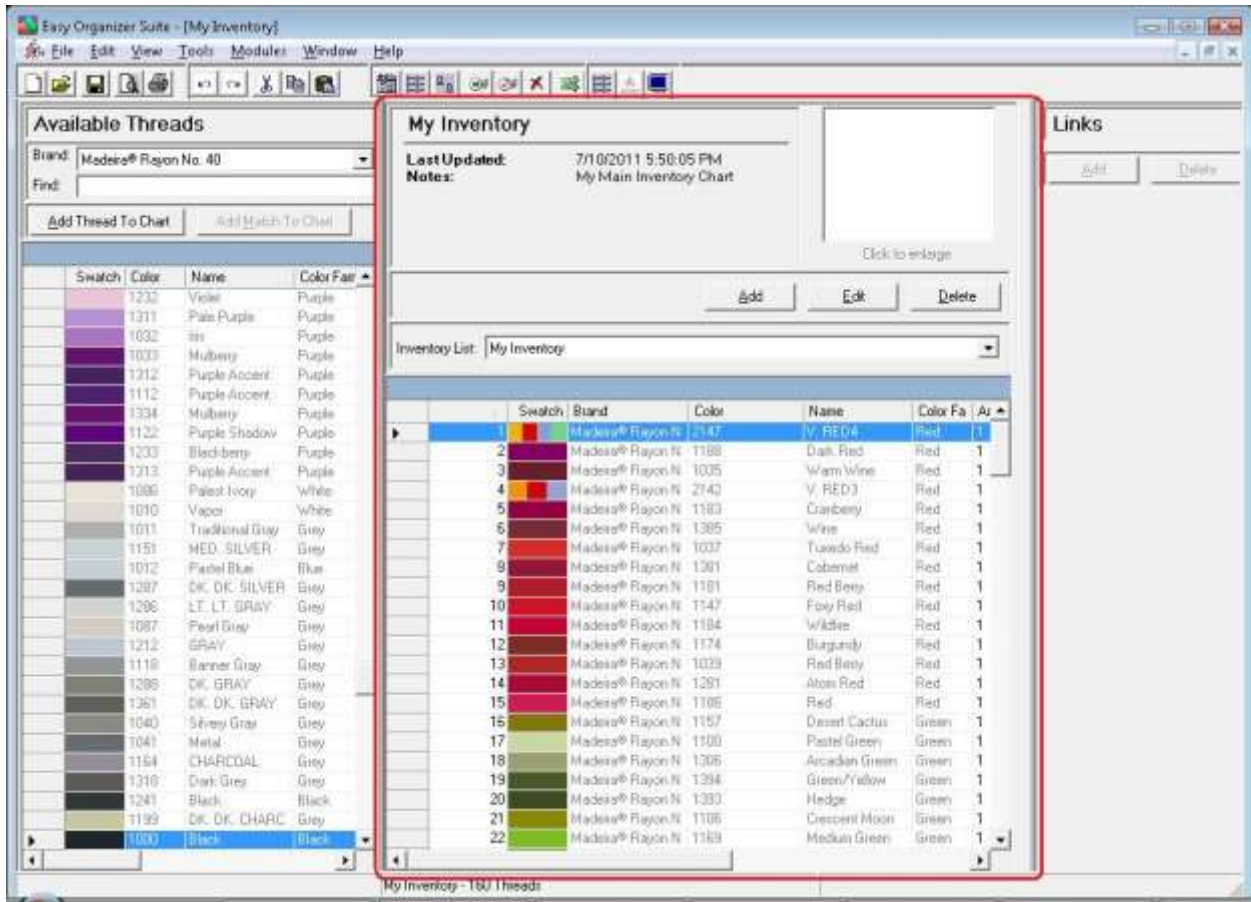
Thread Set: Madeira® Embroidery Thread Treasure Chest



30. The program will now import all of the threads in the thread set into the currently opened Inventory List.



31. Voila! All the threads are in the Inventory List.



32. You should now save the My Inventory List. To save, select File → Save from the menu, or click on the Save icon in the toolbar.

Congratulations! You have finished Lesson 2. You are now ready to move on to Lesson 3 – How to Work with My Favorites.