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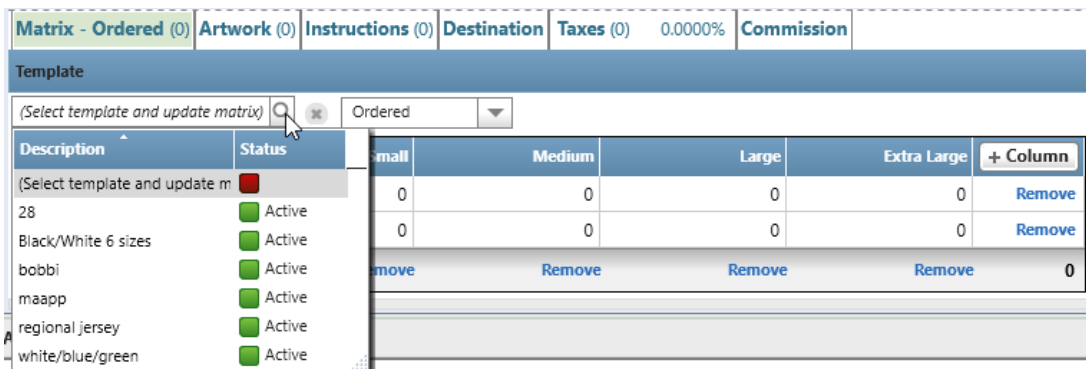
How Do You Use a Matrix?

Tammy Mason - 2022-07-20 - in Quotes, Orders & Invoices

How Do You Use a Matrix?

The matrix tool allows you to enter product quantities based on a set of attributes. Most commonly, these attributes will be sizes and colors. However, they are not limited to how they can be used if it is two dimensional (rows and columns). The matrix tool can be used on Quotes, Orders and Invoices and is located on the sub-expander of each product line.

Matrix templates can be created in advance through a Matrix resource which is also located under the product tab. A matrix template is not required because a matrix can also be created “on the fly”.



The screenshot shows the Matrix tool interface. At the top, there are tabs for 'Matrix - Ordered (0)', 'Artwork (0)', 'Instructions (0)', 'Destination', 'Taxes (0) 0.0000%', and 'Commission'. Below these is a 'Template' section with a search box containing '(Select template and update matrix)' and a dropdown menu set to 'Ordered'. A table is displayed with columns for 'Small', 'Medium', 'Large', 'Extra Large', and '+ Column'. The table contains two rows of data, both with '0' in the size columns and a 'Remove' button in the '+ Column' column. A third row shows 'Remove' buttons for each size column and a '0' in the '+ Column' column. A dropdown menu is open, showing a list of templates with their descriptions and status (Active).

Description	Status	Small	Medium	Large	Extra Large	+ Column
(Select template and update m	Active	0	0	0	0	Remove
28	Active	0	0	0	0	Remove
Black/White 6 sizes	Active					
bobbi	Active					
maapp	Active					
regional jersey	Active					
white/blue/green	Active					

When using a template, the attribute rows and columns will be copied into the resource (product, quote, order or invoice). This means you can adjust or change the template at any time and it will not change any resources in which the template was previously used.

Amounts for each row/column combinations are then entered and the total amount is automatically updated on the Product line and on the Matrix itself. See how to use this powerful tool on the following pages.