What are Articles?

- Articles are used in the commercial process designed for like items. They are identifiers within Windfall.
- Windfall requires either a tag number or an article number as a unique identifier when bringing in inventory. There is not a limit on the amount of articles that can be created within Windfall.
- Articles are predefined descriptions of inventory pieces and must be created prior to the inventory being brought into the warehouse.
- The benefit of Articles:
  - Entering in all data related to the product before it is received.
  - Reduces time in receiving the product on the dock.
  - All data is consistent for bringing in the same item multiple times.

Creating Articles

- After creating a customer, articles can be entered into Windfall. On the Customers screen select the customer by double clicking on the customer's name.
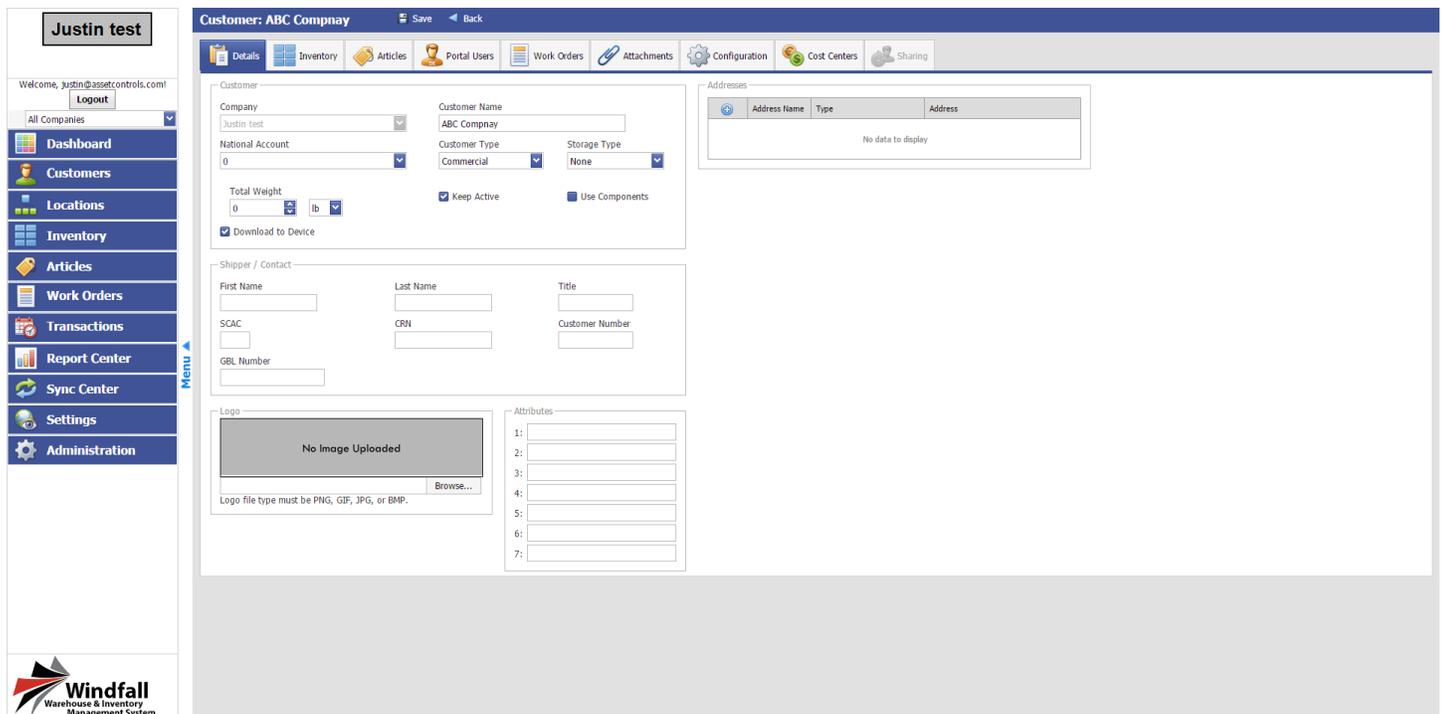
Windfall Commercial – Creating Articles

- Click on the Articles tab within the customer.
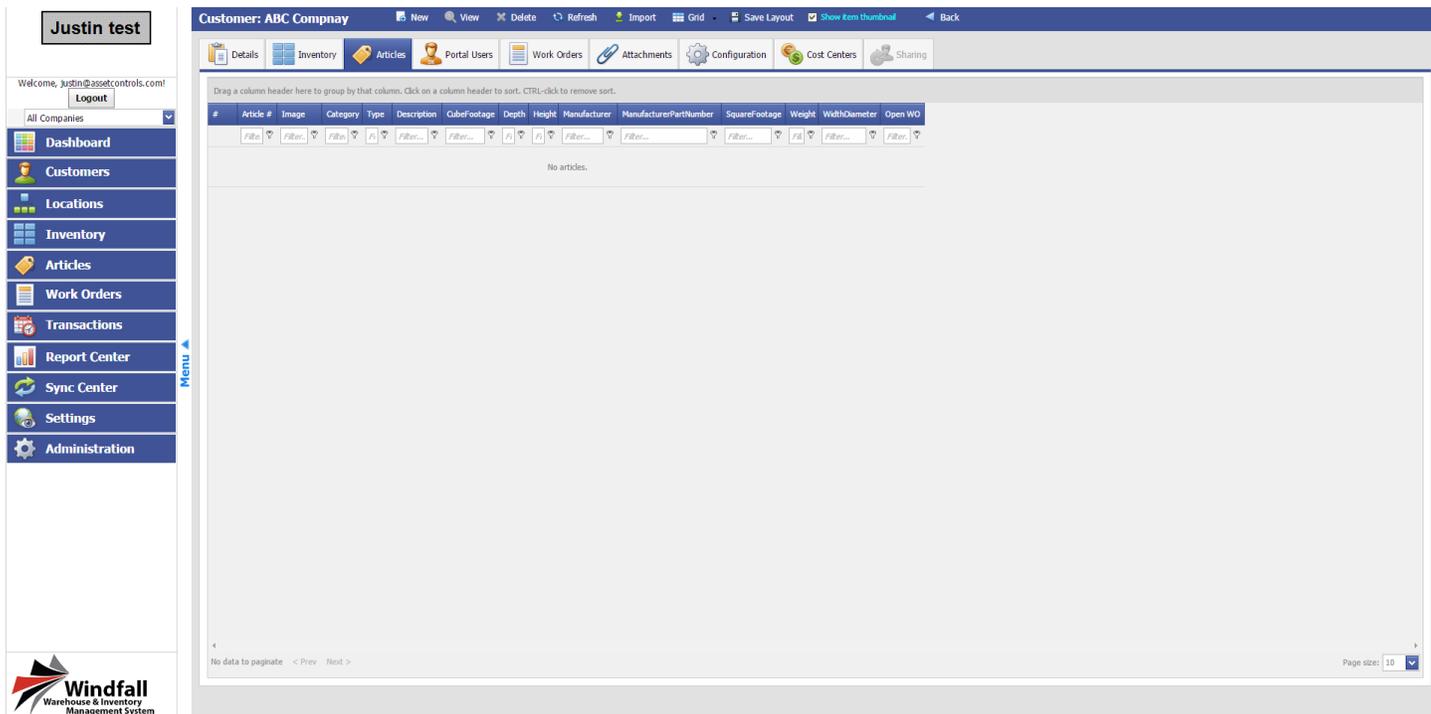
- Click on New article
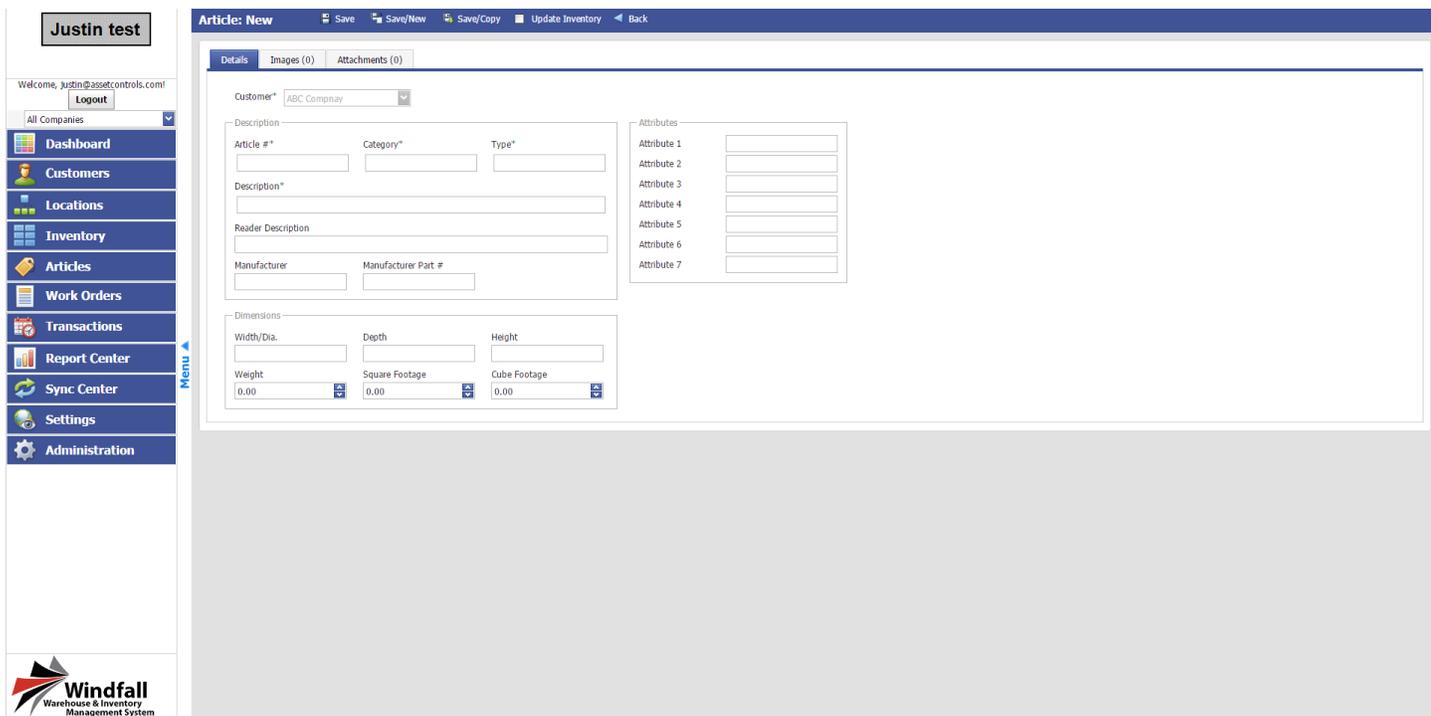
- Enter the required fields for a new article:
    - Article #
    - Category
    - Type
    - Description
    - Reader Description
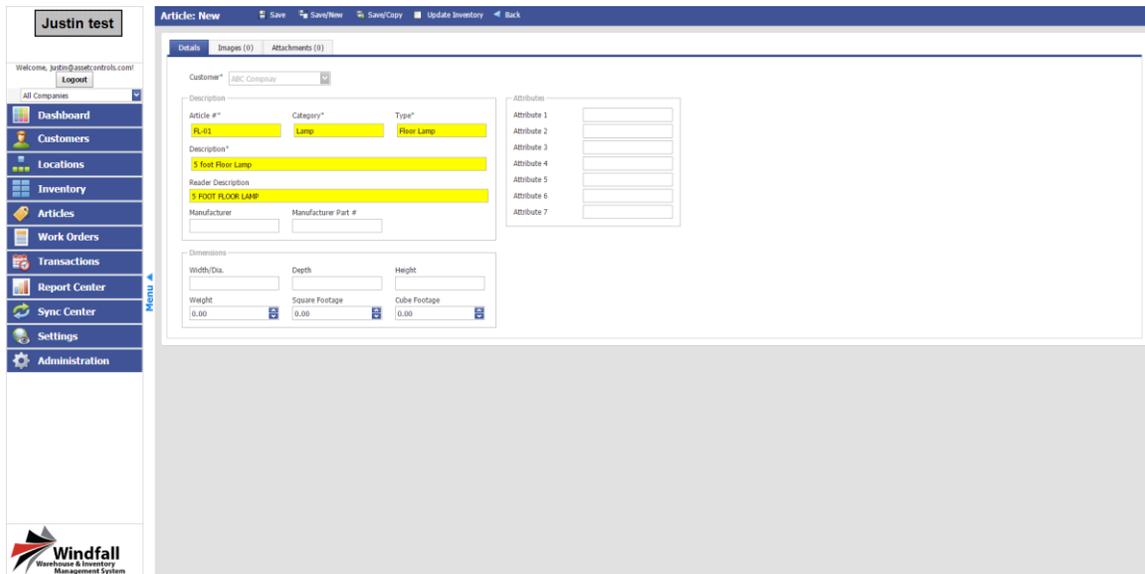
Suggestions when Creating Articles

- The more data put into an article, the more unique the article will be.
- Anytime anything changes about a piece, a new article must be created.
- A suggested practice is asking the customer for an excel sheet of part numbers that are expected to be received into the warehouse. This is so they can be entered in the data fields the way the customer requires it.
- Many Agents use the part number as the article number.
- The customer will probably only provide the article number (part number) and the description. They type and description will still need to be populated.
- Once the article is added click
    - **Save\New:** to create next article
    - **Save and Exit:** to leave article
    - **Save\Copy:** save the article and then create a carbon copy of that article minus the article number

Adding Images

- Click on the image tab within articles and browse to where images are stored.
- Click Save.
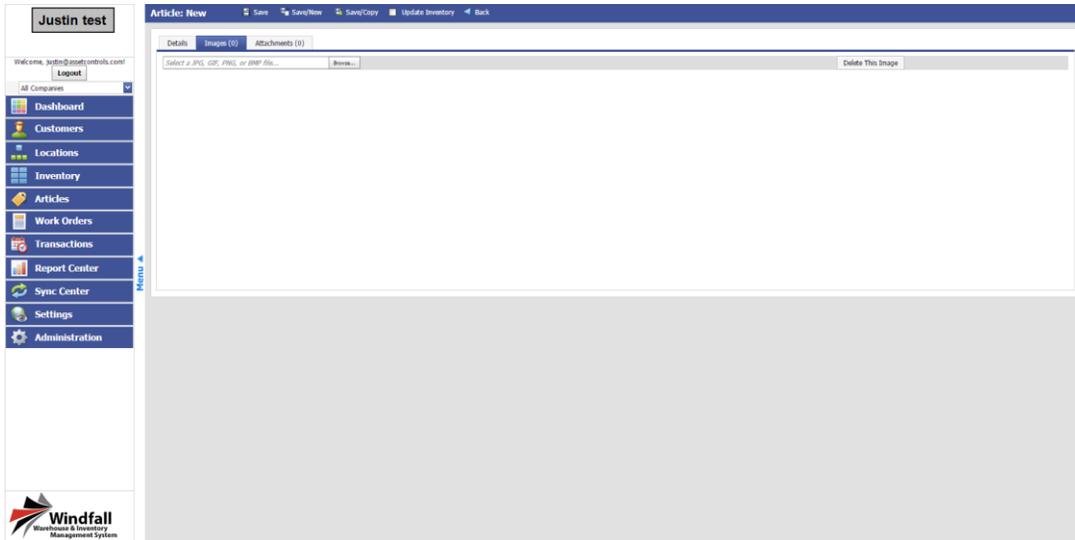
Attachments

- Click on the attachment tab within the article and browse to where the attachment is saved.
- Click Save when complete.
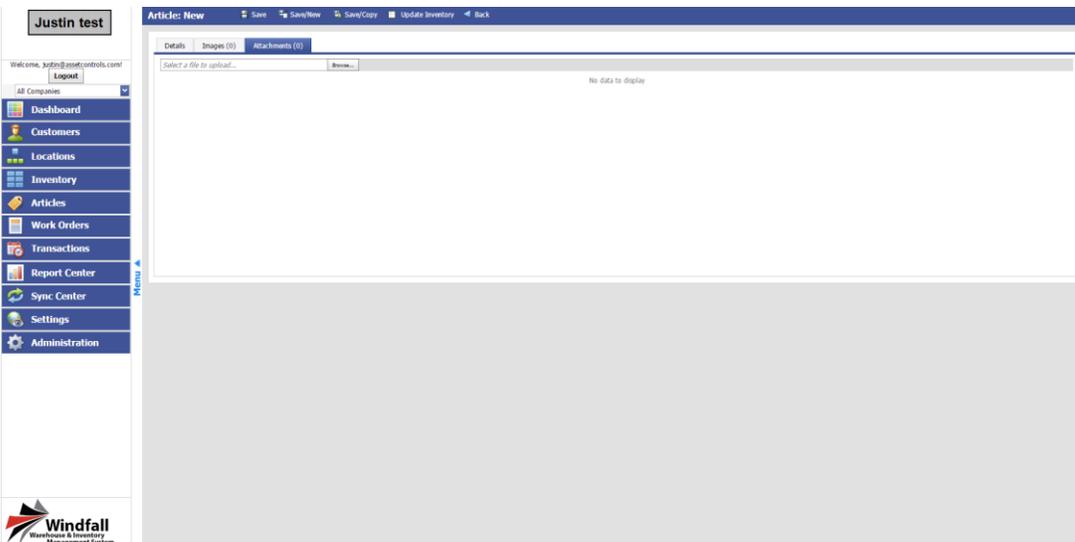
Attributes

- Attributes are for additional information about the piece:
  - Color
  - Fabric
  - Material
  - Unit of Measure

Attributes

Attribute 1	
Attribute 2	
Attribute 3	
Attribute 4	
Attribute 5	
Attribute 6	
Attribute 7	

Re-labeling Attributes

- Save the article.
- Click on the Details tab within the customer.
- In the Attributes box rename the fields and save.

Windfall Commercial – Creating Articles
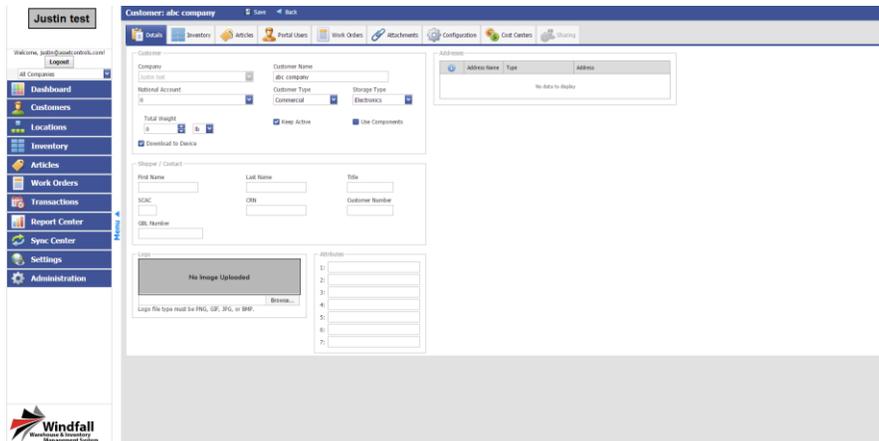
- When re-labeling the attribute fields it is for all articles within that specific customer. If Attribute 1 is re-labeled to say Color, all articles within that customer will have Attribute 1 as Color.

- Once finished re-labeling the attributes, click on the Articles tab.
- Either click New or select an existing article to view the re-labeled attributes.