

# Company

## How to Add an Element Value

### Where are Element Values Located?

- **Company > Find > Commodities**

### About Adding Element Values

New Variety? New Package? = New Element Value.

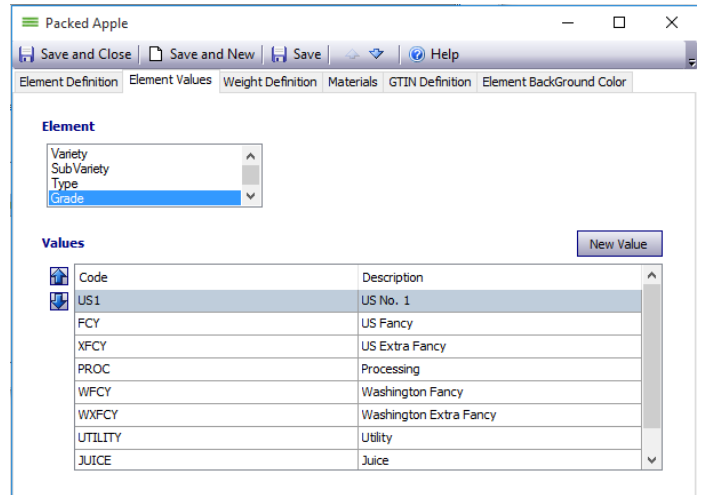
The Element Value is the Envio method of defining and prioritizing the attributes of Commodities specific to your business.

A new commodity element value may be added if there is a change to how a product should be packed, sorted, or sold that is not available as a dropdown choice when creating a new product.

### How to Add a New Element Value

1. **Company > Find > Commodities**
2. Choose the commodity that requires a new element value. Double-click on your selection in the **Name** column.
  - Example: Cherries, Apples, Onions, etc.
3. This window shows all the pre-assigned **Product Stages**. Double-click on the **Stage Name** where the new element value will be added.

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The screenshot shows a software window titled "Packed Apple" with a menu bar (Save and Close, Save and New, Save, Help) and a tab bar (Element Definition, Element Values, Weight Definition, Materials, GTIN Definition, Element Background Color). The "Element Values" tab is active. It features an "Element" dropdown menu with options: Variety, SubVariety, Type, and Grade (selected). Below this is a "Values" table with columns "Code" and "Description". A "New Value" button is located to the right of the table.

Code	Description
US 1	US No. 1
FCY	US Fancy
XFCY	US Extra Fancy
PROC	Processing
WFCY	Washington Fancy
WXFCY	Washington Extra Fancy
UTILITY	Utility
JUICE	Juice

5. A list of elements will appear. Click on the **Element Name** in the box. (Variety, Subvariety, etc.) The corresponding data will show in the **Values** grid.
6. Click the **New Value** button in the middle of the right-hand side of the screen. A new blank row will appear in the **Values** table.
7. Type in the value under the **Code** heading (10 character limit; No spaces) and input a description in the **Description** field.
8. **Save and Close** the "Stage, Commodity" window first and then **Save and Close** any other open windows.
  - Example: Close the "Packed Cherries" window before closing the Cherries window.
9. The new element should now be a selection choice when creating a new product in the **Company > Find > +Commodities > Products** menu.

4. Click on the **Element Values** tab.

## Troubleshooting & Tips

- Individual Element Value Codes and Descriptions can be changed. **HOWEVER:** All products that used the old Element Values will be changed to reflect the new Element Values. **Existing documents** containing old values and descriptions **will remain unchanged.**

Unique solution ID: #1029

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Last update: 2017-05-04 00:32