



Use the Priority Listing Function

When you are using the various functions of the TCS Color Match Program, we have set the list of paints to first show the Acrylics, then the Oils, the Fabric, and finally the Specialty paints. Whenever you show a full TCS screen, the screen with all of the brands/paint names and mixes, we give you the choice to rearrange these brands in a manner that would be most efficient for your use. This is called “**Your Brand Priority List**”. For instance, if you use Genesis Heat-Set Oils, you could place this brand at the top of your priority list so that you would see it first when the full list is displayed. It is such an “easy to do” function, but it will save you much time later on.

1. From the main menu, click on “**Your**” **Brand Priority List**.
2. This brings you to a screen that gives you the choice:
 - a. **Create a Brand Priority List**
 - b. **Redo your Brand Priority List**
 - c. **Print**
3. To begin, you need to establish your own priority list, so click **Create a Brand Priority List**.
4. This gives you a list of all of the brands in the system. From here you choose the brands in **order of their importance to you**. Click each brand in order of its importance to you with the first brand chosen your favorite choice.
5. As you select a brand it will be moved to the box on the right called **Selected Brands**. You may choose until all of the brands have been moved to the right column, or you may just select your top choices.
 - a. If you select a brand, then change your mind, you may click on that brand and it will be sent back over to the left, unselected brands.
 - b. If you only select a few, the rest of the colors will be listed in the order they are shown in the left column at the end of your priority list on the full TCS Screen.
6. When you have selected all you wish, click **Submit Priority**.
7. Now you are back at the main page of the Priority List. **Only the brands that you chose will appear on this page.**

8. You may now go back to **Main Menu**, **Redo your Brand Priority List**, or **Print** your Brand Priority List.

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