



## **Your Personal Inventory of Colors**

The Color Match On-Line program is great for finding matches between brands. It also is super for searching on a Color Name to learn more about a color. You can find all of the discontinued colors in a brand, or all of the new colors.

But . . . all of this will mean so much more to you if you can identify the colors you personally own - the colors you can put your hands on now. By using this feature you will never buy the same color twice in different brands. With every match or search, you can see immediately if you have the color needed for a design, or if you have that same color in another brand. This is the very heart of the program. Take advantage of it!

### **How to enter you inventory with ease and efficiency:**

1. Start by putting all of the colors you own in one brand in a box or other container, banding same colors together. Take the container to your computer. Draw out 10 to 12 colors and arrange them in alphabetical order by color name.
2. Enter the Color Match On-Line program.
3. Double Click on “**Your Inventory**”
4. Choose the brand you would like to enter.
5. Select either the mouse entry or the manual entry and click “**Go**”
  - 1) **Mouse entry:** Place the cursor on the down arrow of QTY. This reveals a zero (0) thru nine (9) drop-down menu. Highlight the quantity of containers you have in that color.
  - 2) **Manual entry:** Click in the quantity box and type the number of containers you have in the color.
6. When you have selected the all of first set of colors you have lain out, click on the button “**Submit Colors**”.
7. These will appear in a window with the quantity for verification. You may remove any colors in this window by clicking on the color name. Then click the “**Add to Inventory**” button.
8. This takes you to the View and Edit Inventory screen.
9. Set the colors you have entered aside, and draw out another 10 to 12 colors. Again, arrange these in alphabetical order

10. Under **Inventory Options** on the **View and Edit Inventory** screen, choose “**Add Colors by Brand**” repeating steps 4 through 9 until you have all of the colors you own in that brand entered.
11. Proceed on to enter all of the colors you own in all brands. For most artists this takes only a couple of hours or less. If it takes longer, you really needed to get a “handle” on your paint inventory!

**Tip:** You may wish to enter the TCS # on each bottle with a marker while you are entering the colors. That way, if you choose, you can store your paints in TCS order. This is also the Color Spectrum order.

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