

# Add/edit list of pieces

## Adding

To add new pieces, simply fill in the quantities and names of the pieces, and make sure to press the green "Add pieces" button at the bottom of the page to save.

currently set to nil.

Copy pieces

Order	Quantity	Name	Edit	Delete	Soft delete
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Add pieces

## Columns

If your toy has a large amount of pieces, it may be easier to read (and print better on your bag label) if you split your pieces list into two columns. This can be done using the "Update second column starts at" box and entering the order number of the piece you'd like to be at the top of the second column. To reset back to 1 column, simply leave blank and press update.

# Pieces

Please note the difference between order and quantity.

Quantity is the number of pieces in this toy (e.g. 3 horses), order is the order this piece is displayed on the bag label.

If there is a long list of pieces, it may be necessary to split this list into two separate columns. If so, please define the first piece (by order number) that you would like to appear in the second column of pieces. It is currently set to 7.

7

Update second column starts at

Show/hide column orders

Copy pieces from another toy. Note that this process appends to the existing list of pieces.

Copy pieces

Order	Quantity	Name	Edit	Delete	Soft delete
1	1	Wooden House with Swing	Edit	Delete	Delete
2	1	Bed	Edit	Delete	Delete
3	1	Bench	Edit	Delete	Delete
4	2	Tables	Edit	Delete	Delete
5	2	Chairs	Edit	Delete	Delete
6	1	Leaf Mat	Edit	Delete	Delete

Order	Quantity	Name	Edit	Delete	Soft delete
7	2	Mushroom stools	Edit	Delete	Delete
8	1	Mushroom Lamp	Edit	Delete	Delete
9	3	Barriers	Edit	Delete	Delete
10	1	Stairs	Edit	Delete	Delete
11	1	Slide	Edit	Delete	Delete
12	5	Dolls	Edit	Delete	Delete
13					

## Deleting

Soft delete means the piece line will be removed from the list (and won't show either on the toy or bag label), but can be "undeleted" from the soft deleted pieces tab. If you have a missing piece, soft delete will be the only option for that piece line, as a true delete completely wipes the data.

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