

Easy Organizer Suite™
Threads Organizer™ Module Pack
easythreads™ Module

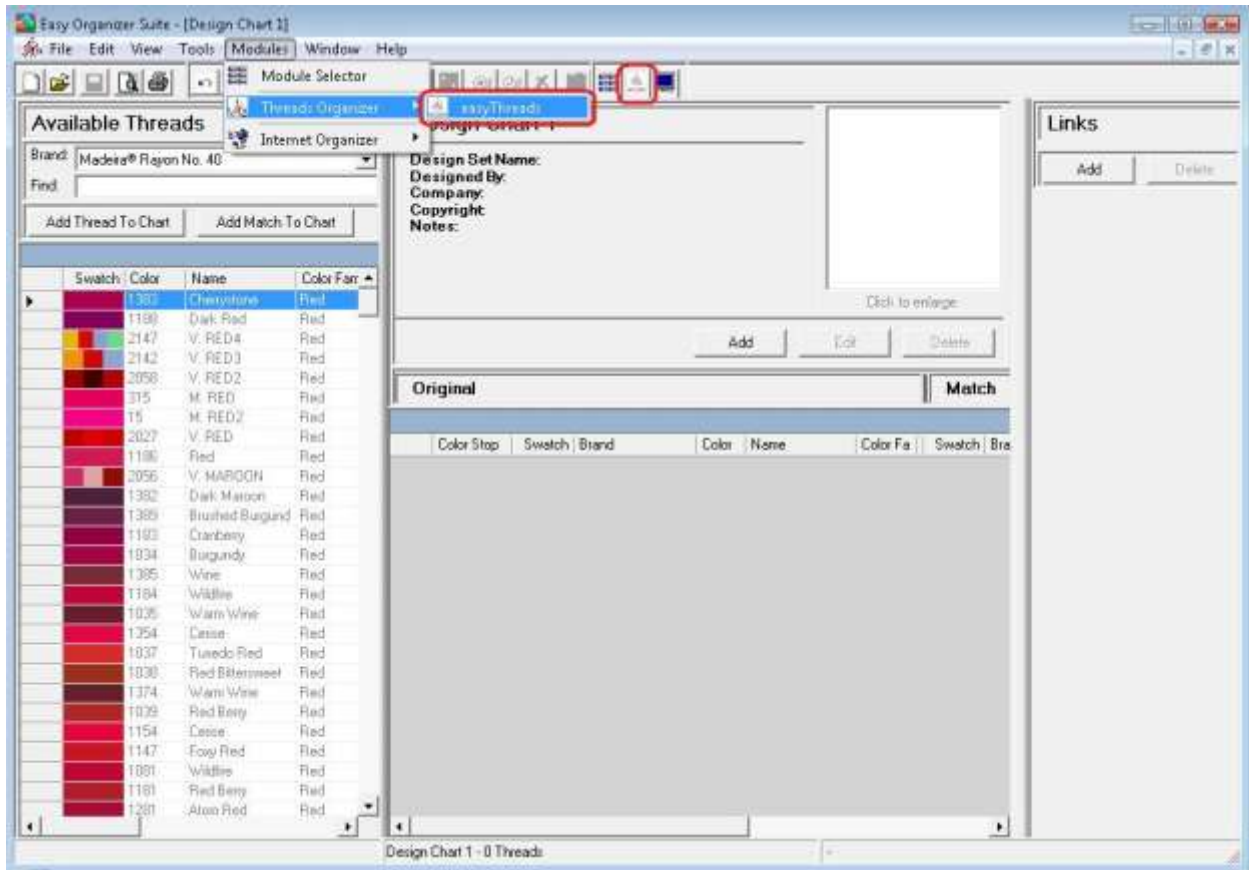
Lesson 15 - How to Work with Thread Set Threads System Table

Welcome to the **easythreads™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easythreads™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in order. Our first lesson will show you how to add, edit and delete design charts.

The Thread Set Threads System Table is a chart that contains the threads that belong to Thread Sets. This feature is only available in the Pro Edition of the **easythreads™** Module. You can add and remove threads from the thread sets, which are used when importing threads into My Inventory Lists.

Thread Set Threads System Table

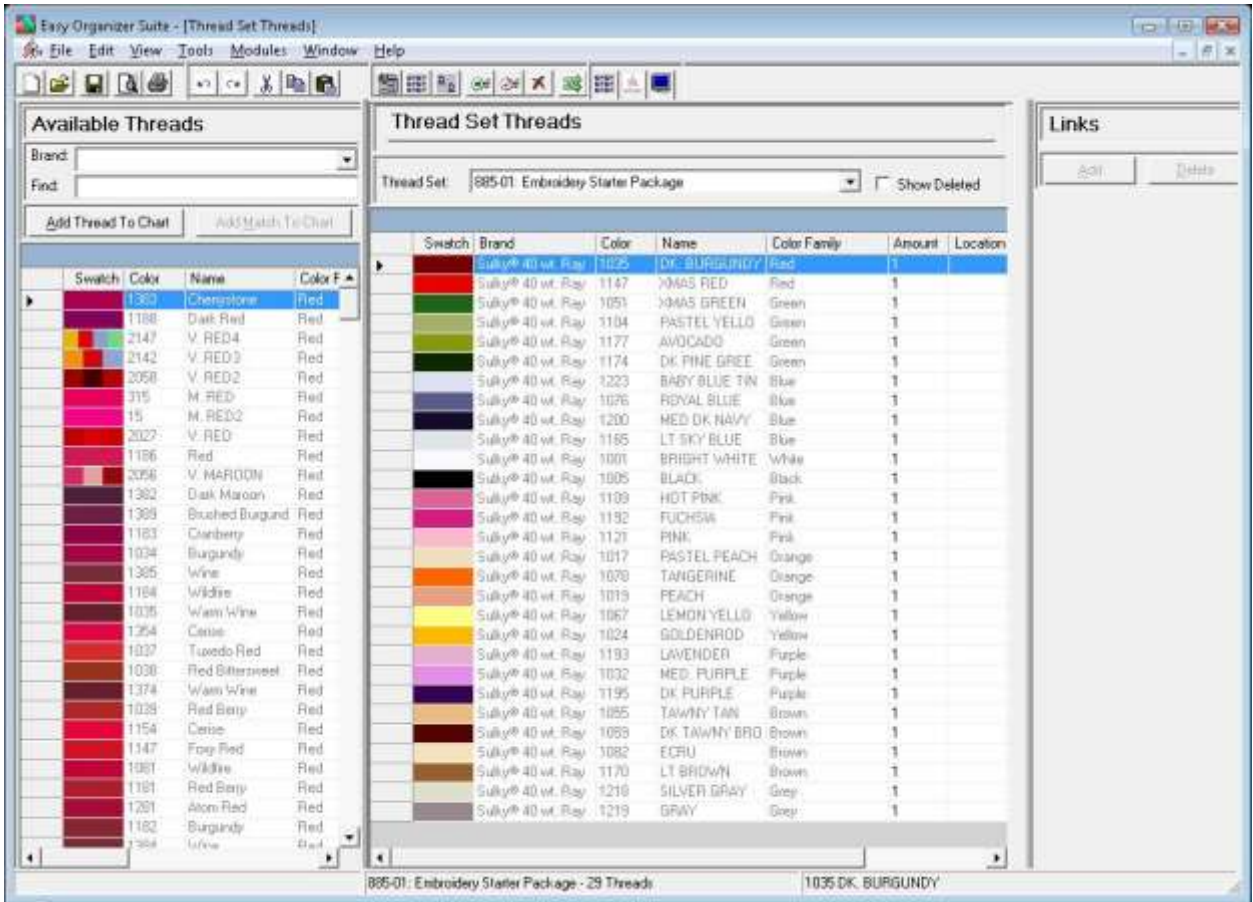
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



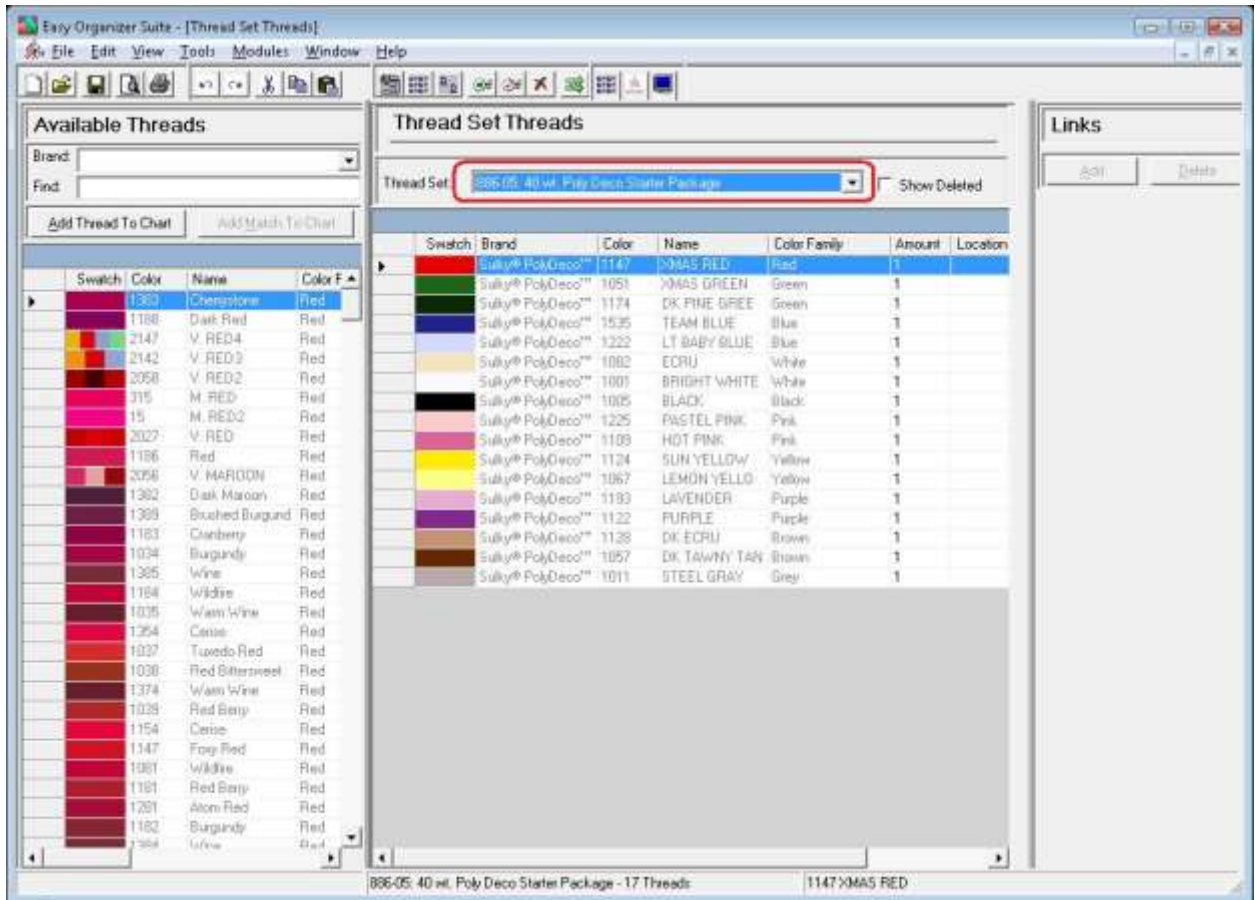
2. To view the Thread Set Threads System Table, in the Pro Edition only, select Tools → System Tables → Thread Set Threads from the menu.



3. The Thread Set Threads System Table Chart will open.



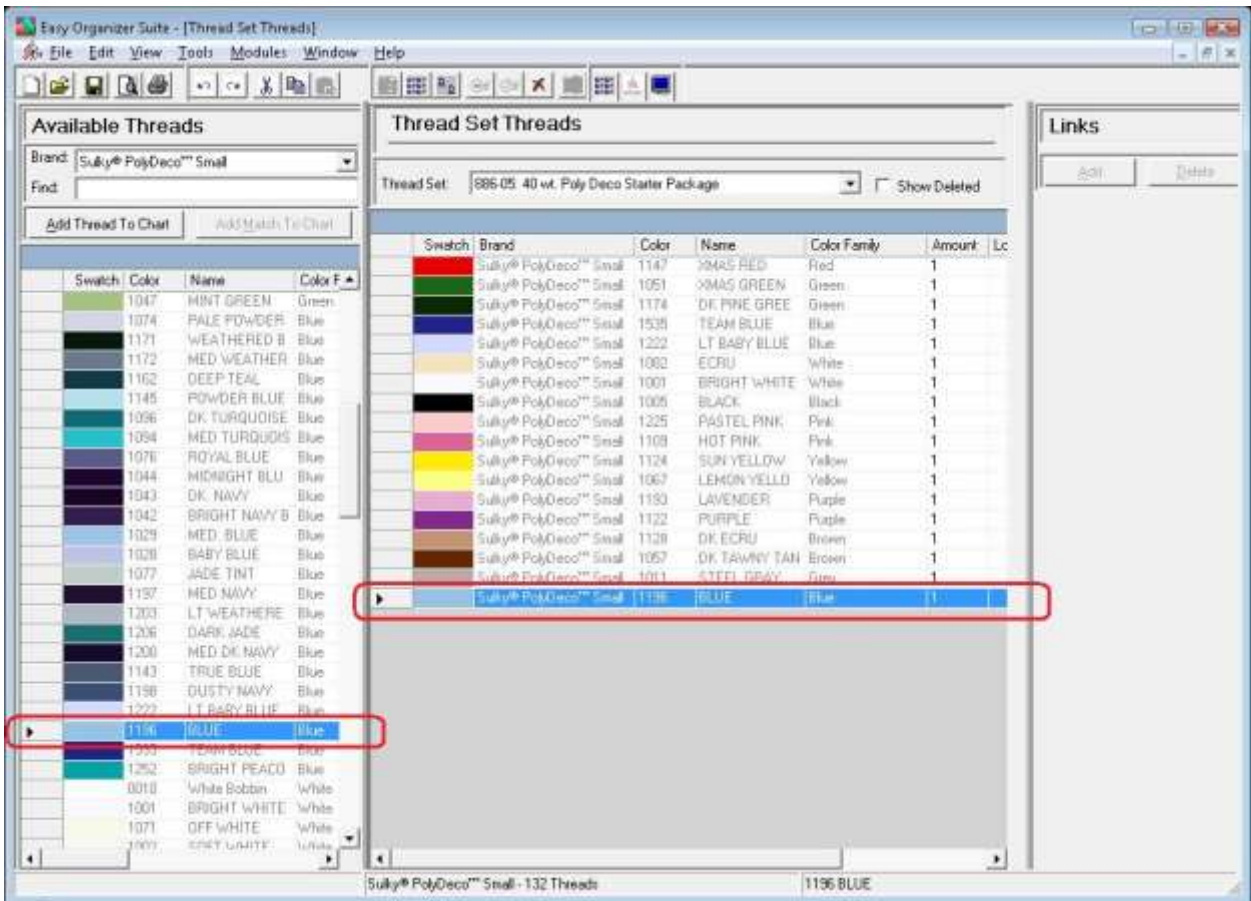
- You can select which Thread Set you would like to view by selecting the Thread Set in the Thread Set dropdown. For this lesson, let's select 886-05: 40 wt. Poly Deco Starter Package. Now you will see all of the threads for the 886-05: 40 wt. Poly Deco Starter Package Thread Set.



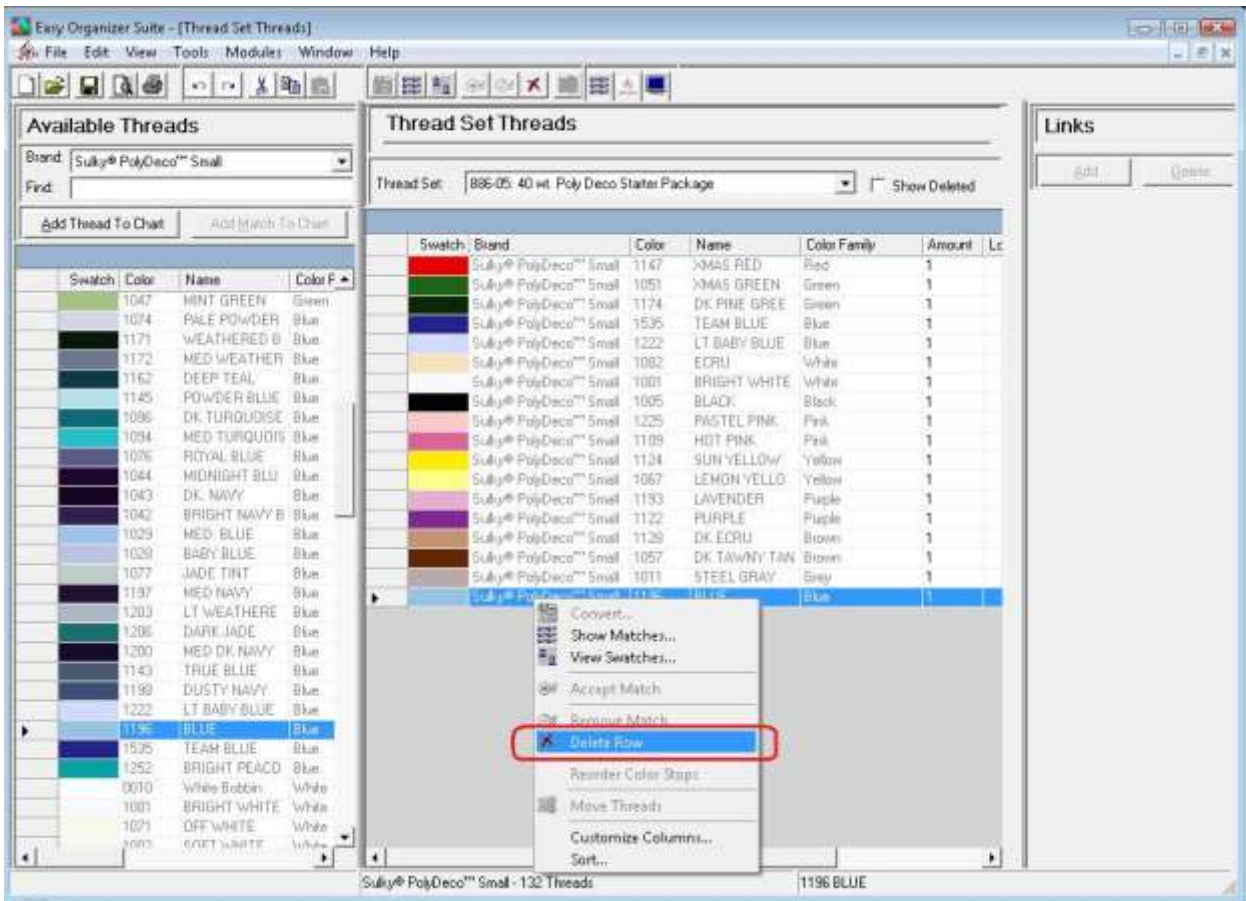
- There are four (4) ways to add a thread to the thread set:
 - Enter the thread number or color name in the Find box and press the enter key on the keyboard.
 - Enter the thread number or color name in the Find box and click on the Add Thread To Chart button.
 - Find the thread in the Available Threads grid and double click on the swatch.
 - Find the thread in the Available Threads grid and drag the thread to the grid area of the Thread Set Threads System Table.

- Let's use the fourth method, finding the thread in the Available Threads grid and dragging it to the grid. You must select a Brand in the Available Threads panel to display the threads to enter into the Thread Set Threads System Table. For this lesson, select Sulky® PolyDeco Small. Now all of the threads for Sulky® PolyDeco Small will be displayed in the Available Threads grid.

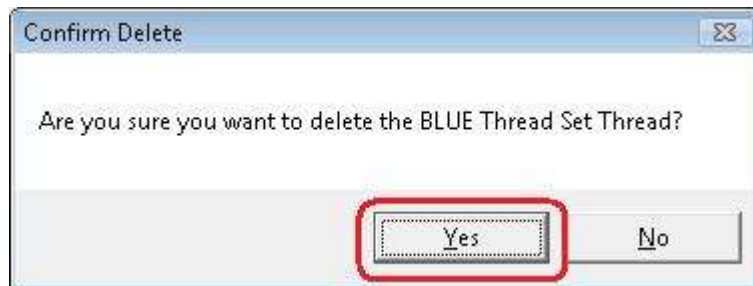
Let's add 1196 BLUE to the Thread Set. Scroll down in the Available Threads grid and find 1196 BLUE. Click on the swatch of the thread and drag it to the grey area of the Thread Set Threads grid and drop it. You will now see the 1196 BLUE thread in the Thread Set.



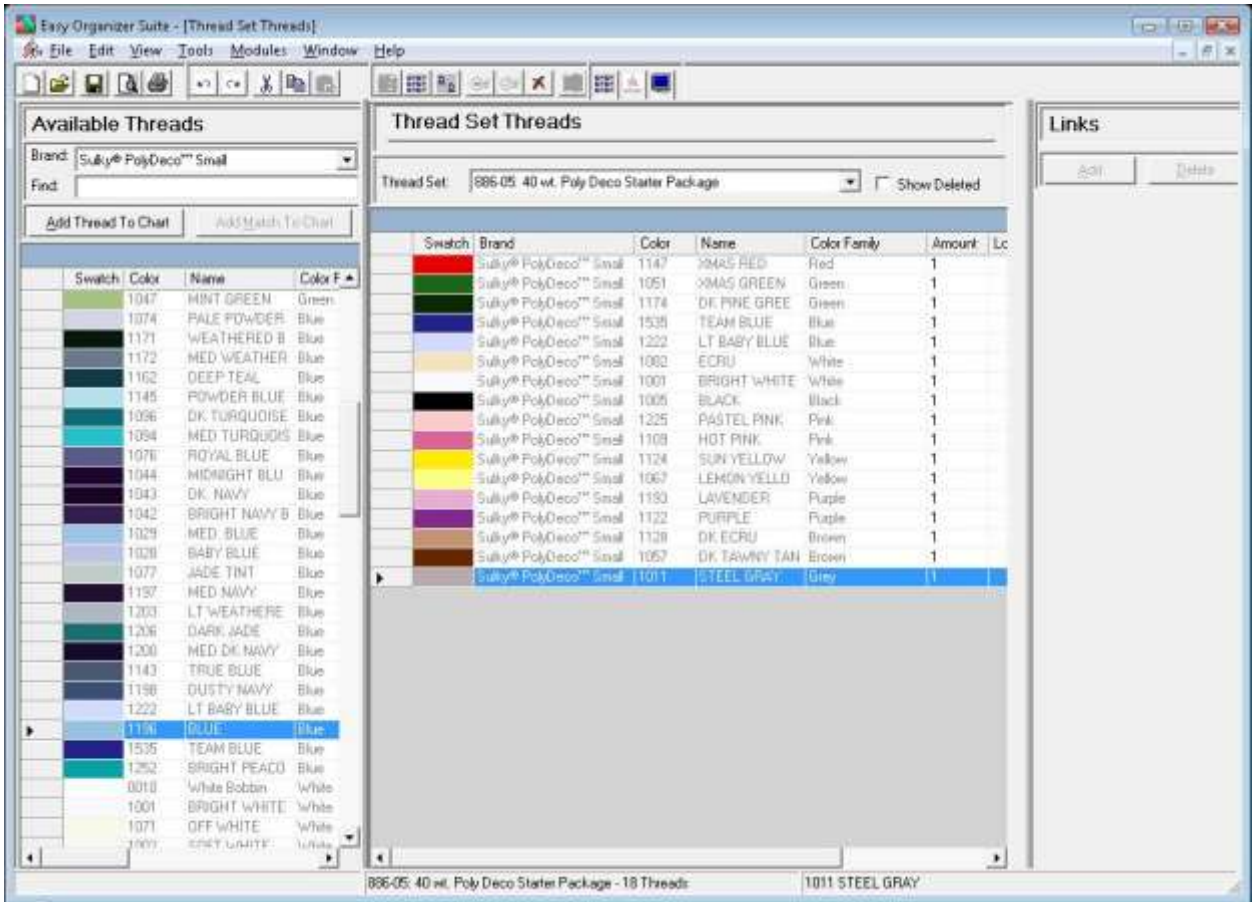
- To delete a thread from a thread set, select the thread to be deleted and then select Tools → Delete Row. You can also click on the Delete Row icon in the toolbar, or right click in the grid and select Delete Row from the context menu.



- The system will ask if you are sure. Click on the Yes button to delete the thread, or click on the No button to cancel the delete. For this lesson, click on the Yes button.



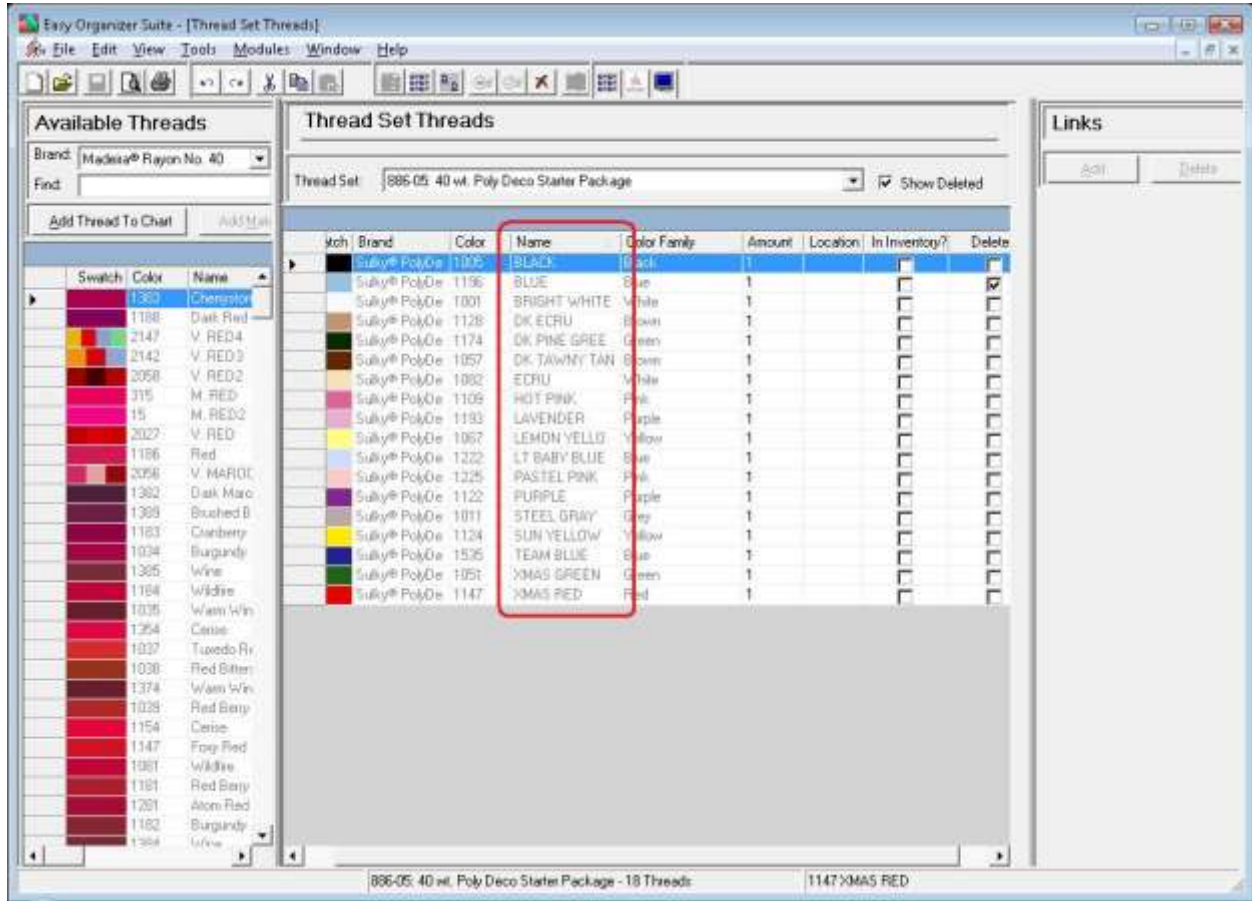
9. The thread will no longer be visible in the Thread Set Threads System Table.



10. To filter the list of thread set threads that are displayed, you can check the Show Deleted checkbox. This will show the deleted thread set threads. You can now see the new thread set thread that we just deleted, with the Deleted checkbox checked.

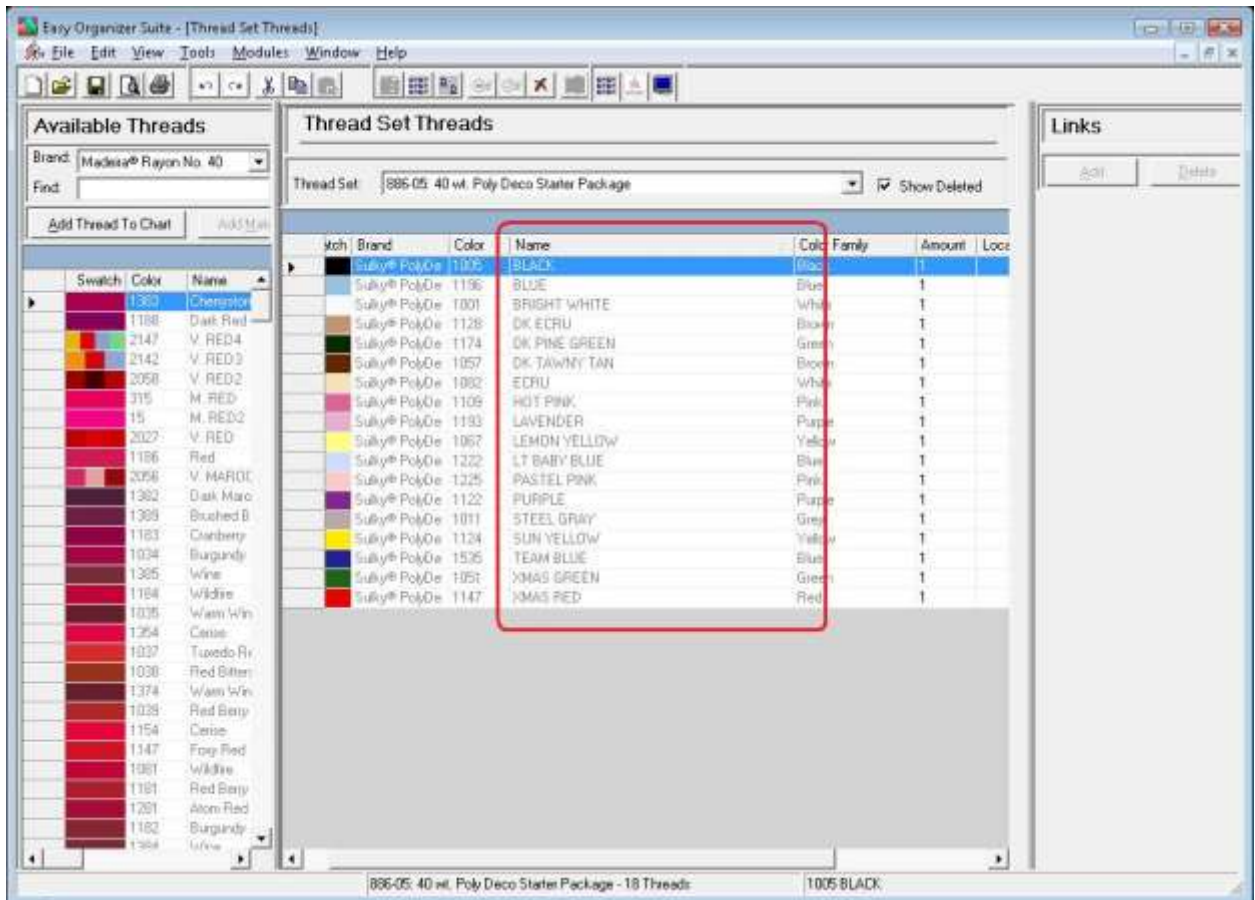


11. In any chart, including the Thread Set Threads System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Name column in ascending order, click on the Name column heading. If you click it again, the program will sort the grid in descending order.

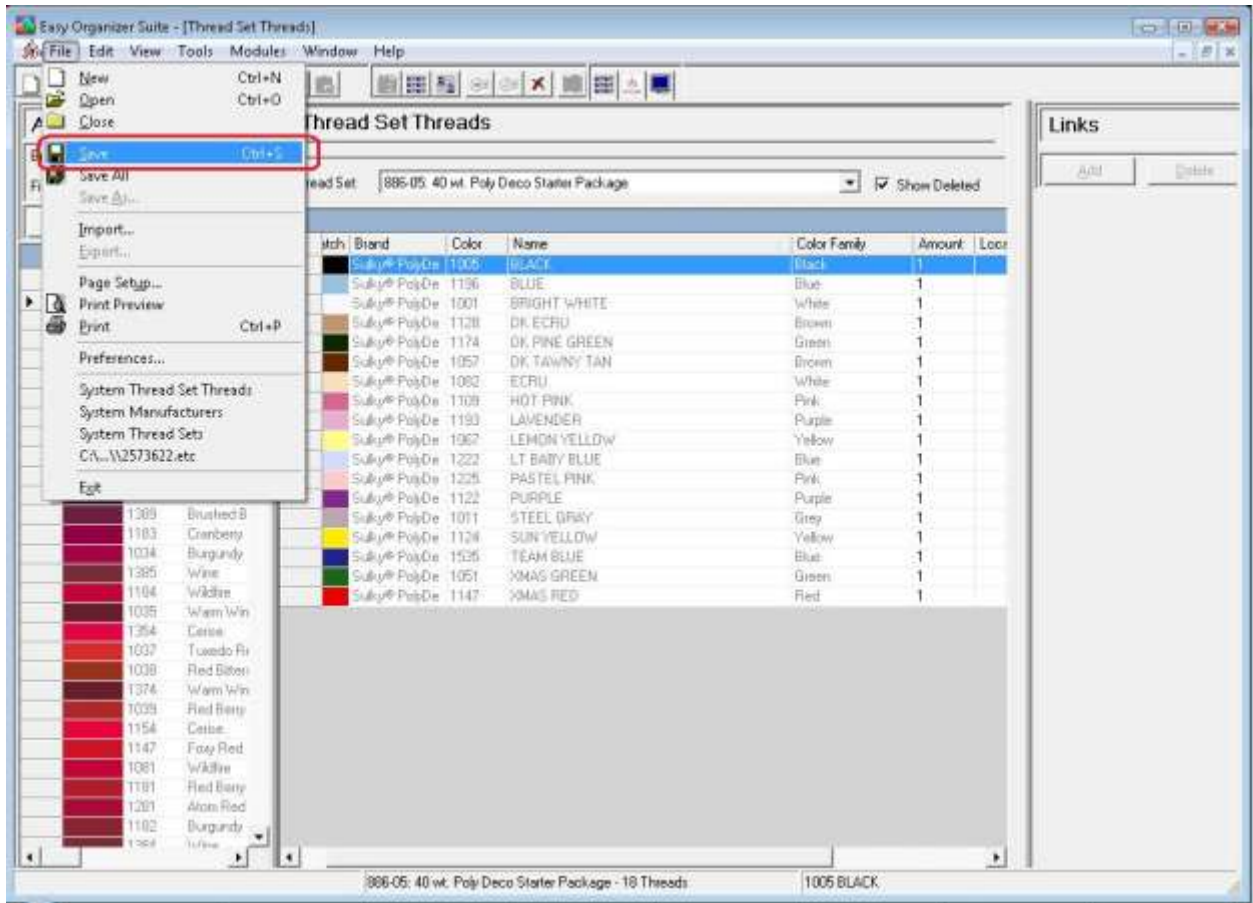


12. To resize the columns of a grid, hover the mouse over the end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let go of the mouse button to accept the new size of the column.

When you save the changes to the chart, the program will remember the size you have made the columns.



13. Be sure to save the Thread Sets System Table Chart. Select File → Save or click on the Save icon in the toolbar.



Congratulations! You have finished Lesson 15. You are now ready to move on to Lesson 16 – How to Work with the Category Items System Table.