

# Material Sheet

## Getting to the Material Sheet List

Navigate to the [list of material sheets](#) by clicking **Bidding > Material Sheets** on the database admin dashboard. Clicking on the name of any material sheet in this list will allow you to edit that material sheet.

## Material Sheet Editor

This section will explain what each field means.

### • Main

- **Name:** **Required** Display name of material sheet.
- **Available:** When false, will not show up in the list of material sheets on the site.
- **Shop Staff Only:** When true, only shop staff users can see / add this material sheet.
- **Description:** Description of the material sheet, shows up on the site.
- **Shop Notes:** Any custom office / shop notes, only visible to shop staff users.
- **Category:** Which category this material sheet belongs to.
- **Size Restrictions:** Min / Max width, height, thickness of this material sheet.
- **Special Order Sheet:** Check if this material sheet is special order.
- **Override Size Restrictions:** When checked, the size restriction for this material overrides the size restrictions of the product.

### • Sheet Info

- **Width:** Width of sheet.
- **Height:** Length of sheet.
- **Thickness:** Thickness of sheet.
- **Priority:** Priority of sheet between 1 and 10, 1 being high priority 10 being low priority. This is used when determining which sheet size restrictions to check first.
- **Stock Quantity:** The amount of sheets we have in stock for this material sheet (not currently used).

### • Vendor

- **Vendor:** Select which vendors we can get this sheet size from (will be removed and moved to the Material Interior / Material Exterior).
- **Purchase Price:** Price we are purchasing for the sheet (will be removed and moved to the Material Interior / Material Exterior).

- **Vendor Lead Time:** Lead time for material sheet in days (will be removed and moved to the Material Interior / Material Exterior).
- **Vendor Item Number:** SKU / Vendor ID of material sheet (will be removed and moved to the Material Interior / Material Exterior).
- **Web Link:** URL to material sheet (will be removed and moved to the Material Interior / Material Exterior).

## • XML Export

- **Export Value:** This will overwrite the name of the material sheet that is exported to Microvellum. If blank, the name of the material sheet will be exported.
- **MV Prompts:** This is a list of properties that will be exported to Microvellum. Can use any of the variables shown on this tab.

## • Availability

- **Material Exterior:** Selected exterior materials that this material sheet applies to.
- **Material Interior:** Selected interior materials that this material sheet applies to.

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