

# Turbo Rater Package Editing Quick Reference



1. From the **Packages** screen select which package to modify from the drop down.
2. You can add additional packages by clicking **Create New Package**.
  - a. You will be prompted to add Package Group Name.
  - b. Enter the package name.
  - c. Click **Create New Package Group**.
3. Clicking **Delete Package** will delete the currently listed Available Packages.
4. To add or remove a column click **Add a Column** or **Remove Column**.
  - a. You may have up to four columns total and as few as one.
5. Enter what you would like the package header to be.
6. Enter a number into **Sort Index**.
  - a. These numbers reflect the order in which the products will appear in the printable packages page.
7. Here you can enter a **Custom Product Name**.
  - a. There is a maximum of 50 characters for this text plane.
8. For additional **Product Description** enter text here.
  - a. There is a maximum of 100 characters for this description.
9. You can add or subtract products displayed by clicking on the checkbox next to the product.
  - a. If the box is not checked, the product will not appear in the printable packages page.
10. Click **Save Package** once all the modification desired has been completed.

## Additional Notes: