

Items

Taking an item out of use

An item entered on any document¹⁾ cannot be deleted. The same applies to item variations.

Such an item is taken out of use by clearing its **{Active}** checkbox on the ~ BASIC ~ tab. An inactive item is no longer offered for entry on any document, while its earlier turnover stays on record.



An item that has stock cannot be taken out of use. The stock has to be cleared first.

¹⁾

quotes, invoices, goods receipts, issue slips, delivery notes...

From:

<https://wiki.micro-process.hr/> - Brix - MICRO PROCESS

Permanent link:

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Last update: **23/09/2026 16:02**

