PRODUCTS – Product management overview

PRODUCTS > PACKAGES

By default, the PRODUCT grid is displayed. This grid offers an overview of product.

Sort Grid by;
1. clicking on a column header, and/or
2. selecting a Vendor or Category

Click a Product in the grid to open the Product Editor. From here, detailed Product information can be viewed and/or edited.
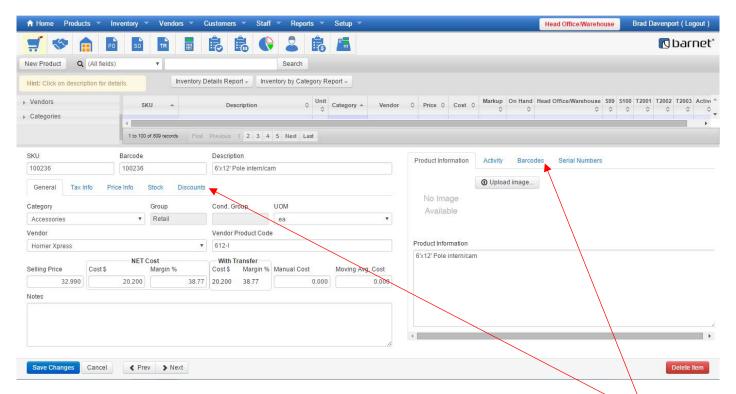
Add New Product

- Select Category
- Or add new Category
- Select or Add UOM (size)
  If it is <Marijuana> Category:
- select Product Item or Add New one
- Enter <Batch#> if applied
- Press <Continue>

Editing Product information

By default, the Products General details are displayed. Most of the information is self-explanatory. Make sure to **Save Changes** when editing. *Information in a greyed out box **cannot** be edited.* Toggle information by switching **Tabs**.

Left side **Tabs** include:

Tax info – Set Taxes for Selling and Purchasing items.

Price Info – Display, Add or Edit Price Tiers (Price Tiers define special pricing for select Customers or Locations.)

Stock info – View On Hand information and Set/Edit perimeters for Ordering/Purchasing.

Discounts – Set discounts for the product. Options include, Discounts by % or Amt, "2-For" promos, Staff Pricing or Staff Discounts.

Right side **Tabs** include:

Product Information – Add an image or specific Product Information. *This info is also used by regular clerks preforming a Product Enquiry.*

Activity information – A snapshot of the product's activity. Further define the activity view by setting a Period beginning and ending and/or selecting a specific store (if applicable).

Barcodes – Connect a new Barcode to an existing product/sku by entering in the new barcode and clicking ADD.

Serial Numbers – The products SN receiving/sales history is displayed. Optimally, Serial Numbers will be added during the Receiving Process, however, Serial Numbers can be added or generated.

a) Adding Individual Serial Numbers – Enter 1 in the Qty box, enter the Serial Number in the SN box and click ADD.

b) Creating/Adding Multiple/Concurrent Serial Numbers – Enter the number of SNs to generate/add in the Qty box, enter the first SN and click ADD.

Remember to **Save Changes** or **Cancel** changes.

CAUTION! Using the DELETE button cannot be "undone".

-END-