

**PRODUCTS – Product management overview**

**PRODUCTS > PACKAGES**

SKU	Description	Unit	Category	Vendor	Price	Cost	Markup	On Hand	Head Office/Warehouse	S99	S100	T2001	T2002	T2003	Active
12345	test		Accessories	TRC											✓
100002	#127 Tube Thermometer	ea	Accessories	FWP	12.99	3.79	242.7%								✓
100010	14 inch Flex Vac Head Blue	ea	Accessories	FWP	24.99	8.54	192.6%								✓
100021	30 Ft Protech Vacuum Hose w/ Swivel	ea	Accessories	FWP	34.99										
100023	40 Ft Protech Vacuum Hose w/ Swivle	ea	Accessories	FWP	42.99										
100048	Brush Adjust A Brush Complete	ea	Accessories	FWP	26.99										
100079	Fiberglass Pole 6-12 feet Adjustable	ea	Accessories	FWP	68.99										
100097	Hd Alum Leaf Rak	ea	Accessories	FWP	24.99										
100130	Pole 8-16 ft Internal Cam	ea	Accessories	FWP	59.99										
100164	Skimmer w/ 5Pc 4Ft Pole	ea	Accessories	FWP	12.99										
100206	Telescopic Pole 6-12 ft	ea	Accessories	FWP	18.99										
100232	6'x12' Pole w/ext cam	ea	Accessories	FWP	32.99										
100236	6'x12' Pole intern cam	ea	Accessories	Horner Xpress	32.99										
100240	PTM 30' Vac Hose w/swivel cuff	ea	Accessories	FWP	32.99										
100249	Pro-Lite Silt Leaf Net	ea	Accessories	FWP	62.99										
568932	Zodiac Cyclonic Leaf Catcher	ea	Accessories	FWP	79.99										
9854326	Pool Open Close Sign	ea	Accessories	POOL CITY #99	8.99										
25123415	Filter Cartridge Cleaning Wand	ea	Accessories	POOL CITY #99	24.99										
56238076	Caddy Bay (Gentle Head)	ea	Accessories	FWP	20.00										

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.

SKU: 100236 | Barcode: 100236 | Description: 6'x12' Pole intern/cam

Category: Accessories | Group: Retail | Vendor: Horner Xpress



NET Cost: 20.200 | Margin %: 38.77 | With Transfer Cost: 20.200 | Margin %: 38.77

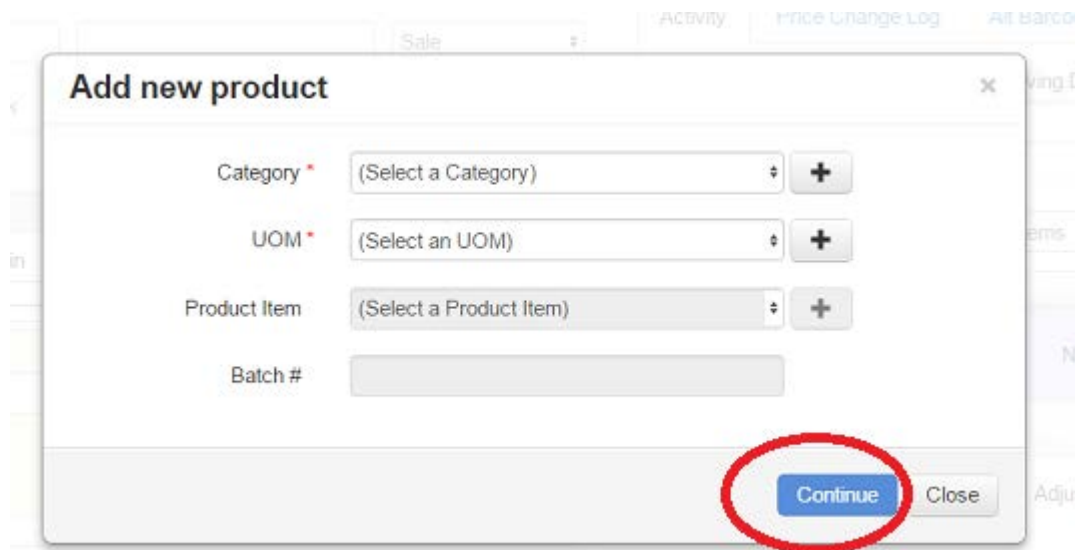
Product Information: Activity | Barcodes | Serial Numbers

Upload image...

No Image Available

## 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>



Category \* (Select a Category) +

UOM \* (Select an UOM) +

Product Item (Select a Product Item) +

Batch #

Continue Close

## Editing Product information

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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 performing 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-