

Training

Product Maintenance

- Build new product lines. Maintain supplier info, Control stock levels & more.

Maintain Product Catalogue Overview - Video Tutorial 🤎

Maintain Product Catalogue – Video Tutorial 🧐

1. Navigate to the **"Stock"** and **"Product Maintain"** to create a new stock item. Enter in the product description and details including the product Barcode, Product Supplier Code etc. Wherever there is a (*) that field is mandatory. You can add more Manufactures, Colour, Category's and Suppliers from clicking on the blue hyperlinks next to that field. Be uniform in choosing Categories for reporting purposes.

	ome Sale Stock Repairs								
Product	Maintain Orders Search Order Add To Stock Add Phone To Stock								
Froduct Maintain									
Products Link To Advanced									
© Add Edit ○ Co	opy Details C Search								
Date Created	11/11/2010								
Barcode *									
Sup.Prod.Code *									
	Maintain Manufacturer & Colors								
Product Name *									
Description									
Colour									
Category	Maintain Category Maintain Master Category								
Supplier	Maintain Supplier								
PAN									

- 2. Continue to fill out the other fields such as Purchase Price sand Sale Price. You can put in a Minimum RRP if you don't want the product to be sold under a certain value.
 - "Add Tax on Purchase Price" You would leave this checkbox unless the purchase price didn't include tax.
 - "In house barcode" If the product doesn't have a barcode you can print one for it and scan from catalogue.
 - "Display on Website" If you want the product to be displayed on internal website.
 - "Is Credit Note" If you need to issue credits to customers from refunded sales you need to have this checkbox ticked and create a product called "Credit Note"
 - **"Sell Without Entry in Stock"** If you sell a product that you don't physically hold in stock such as Epay or a service fee you should tick this checkbox.
 - "Serialized Product" If an item has its own unique serial code tick this checkbox.

- "Website Special" Product will be displayed in the Special field on Website.
- "End Of Line (EOL)" You can tick on this checkbox if the item is no longer available
- 3. You can set also a Min & Max level for stock so you won't be able to over order the stock item.

Purchase price \$ Tax Free Amount \$ Tax %	0	Add Tax on Purchase Price	Is Credit Note Sell Without Entry In Stock Serialized Product
RRP (Retail Price)	0	 Very Important (VIP) Display on Website 	Website Special
Minimum RRP	0	Include in loyalty offer	
Commission Percentage Weight Height Width Length			
End Of Line (EOL)			
Discontinued Branch		Min Max 1 5	

4. Complete the entry by click on the **"OK"** button.

Changing Barcodes & Product Name

1. Navigate to "Stock", "Product Maintain" and then click on the "Advanced Tab".

ClickPOS	Home	S	ale	Stock	Repairs			
	Product Maintain	Orders	Search Ord	der Add To St	tock Add Phone To Stock			
Product Maintain								
Products	Link To	Adv	anced					
Change Product Name								
This area is used to change Product Names in the Product Catalogue, Stock, Order and Sale lists. Special characters "#%&'+<> cannot be typed for the New Name.								
Existing Name:		Ne	w Name:					
Change Product Barcode								
This area is used to change Product Names in the Product Catalogue, Stock, Order and Sale lists. Special characters "#%&'+<> cannot be typed for the New Name.								
Existing Barcode:		Ne Ba	w ircode:					

2. Here you can change a Product Name and Barcode. Enter in the existing details followed by the new details and press **"OK"**.