

Add Product

Step-by-Step to Adding Products

1. Go to Add Product

- Navigate to: **Products** → **Add Products**.



2. Fill in Product Details

- **Product Name:** Enter the name.
- **Brand:** Select the brand (if applicable).
- **Units:** Choose unit (pcs, kg, liters, etc.).
- **Category:** Select main category.
- **Sub-category:** Optional – select if needed.
- **Weight:** Choose weight (kg, grams, etc)
- **Business Location:** Where the product is kept or sold (store, warehouse, branch).
- **Warranty:** How long the product is covered if it stops working or has a problem.
- **Related Sub Units:** Other ways the product is packed or measured (for example: 1 box = 10 pieces).
- **Recorded Quantity:** How many of the product you currently have in stock.



3. Set SKU

- Enter a custom SKU or leave blank to auto-generate. Your custom SKU can also be Global Trade Item Number (GTIN) of the item.
- Optionally, add a prefix for easy identification.



4. Not For Selling (Optional)

- Enable if the product should **not appear in POS or Sales**.
- Useful for ingredients or temporarily disabling a product.



6. Manage Stock

- Enable or disable stock management.
- **Notes:**
 - Services (Haircut, Web Development) do not need stock management.
 - When disabled, the product can be sold in unlimited quantities.



7. Select Business Location(s)

- Choose where the product will be available



8. Set Tax

- Select the applicable tax (e.g., GST, VAT).
- Make sure tax rates are pre-configured.



9. Choose Product Type

- Options: **Single**, **Variable**, or **Combo/Bundle**.
- Click **Save** after entering all details.

Single Product

1. Select **Single** as product type.
2. Enter pricing:
 - Default Purchase Price (inclusive/exclusive of tax).
 - Profit Margin %.
 - Product Image
3. Selling price is auto calculated based on cost and margin.
4. Optional: manually adjust selling price; margin updates automatically.



Variable Product

1. Select **Variable** as product type.
2. Create **Variation Templates** in **Products → Variations**.



3. Add product variations and select applicable variation values.



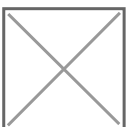
Additional Features

Select Specific Variations

- For variable products, pick only the needed variation values.

Assign/Remove Locations for Multiple Products

- Go to **Products → add products** → click **Add to Location** or **Remove from Location**.



Deactivate/Activate Products

- Go to **Products** → **add products** → click **Deactivate Selected**.
- Reactivate via **Actions** → **Reactivate**.



Bulk Import/Transfer Products

1. Export product list via **Download Excel** in **List Products**.
2. Check formatting.
3. Import using **Import Products** feature.

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