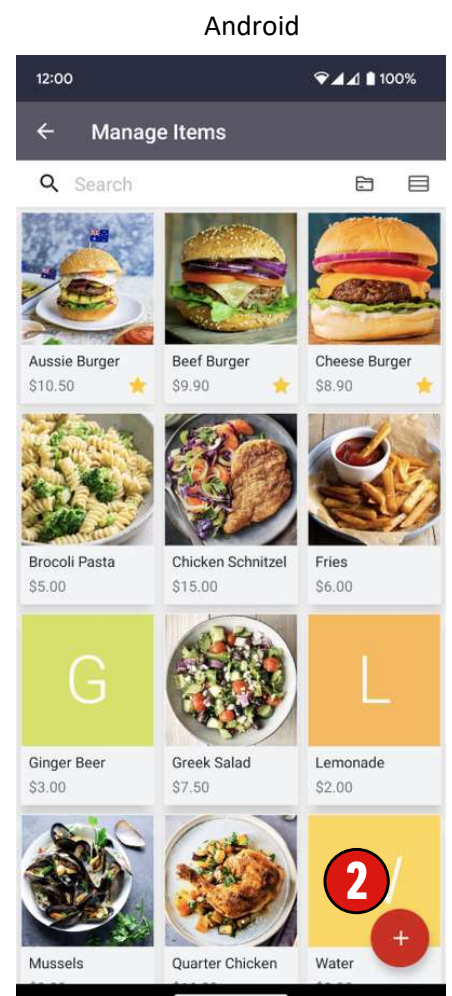
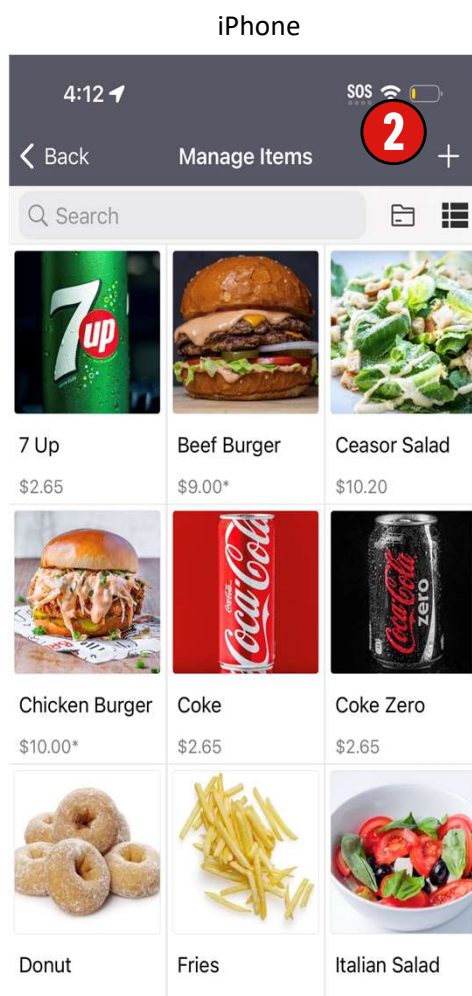
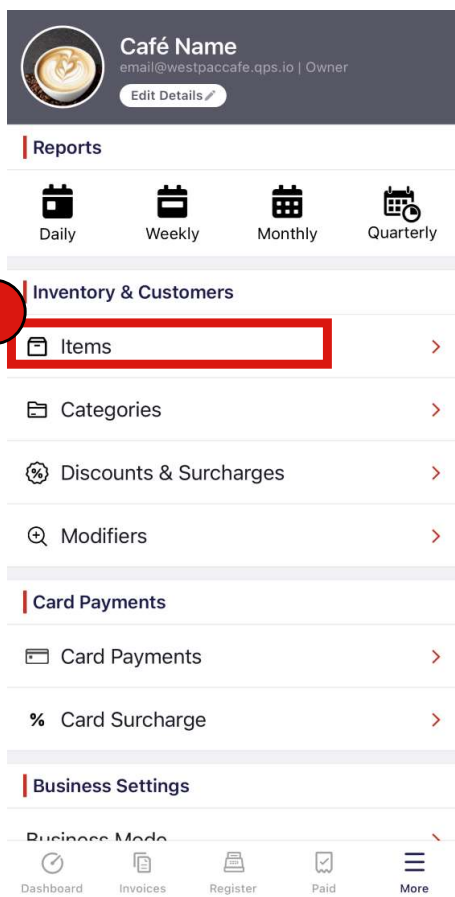


How to create and manage products

Create an item

1. Tap on **More** from the bottom navigation bar, then tap on **Items** from the Inventory menu.
2. Tap on the (+) button on the top right of the screen (for iPhone), or at the bottom right of the screen (for Android) to add an inventory item/business product.

Continued on the next page.



* SKU stands for "stock keeping unit" and is a number (usually eight alphanumeric digits) that retailers assign to products to keep track of stock internally.

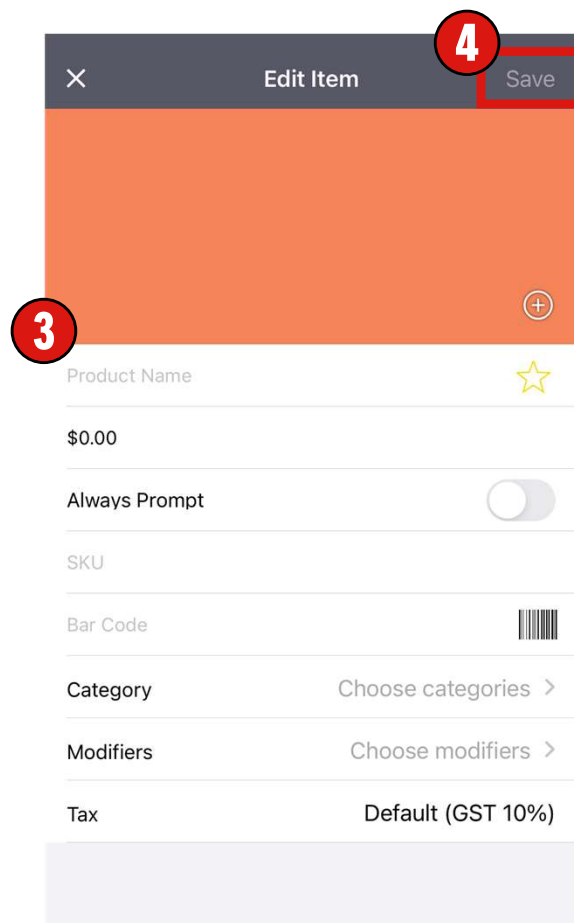


Create an item (cont.)

3. Enter:

- Product name
- Optional amount
- Optional SKU*

4. Tap on the **Save** button.



The screenshot shows the 'Edit Item' form with the following fields and annotations:

- Save button:** Located in the top right corner, highlighted with a red box and a red circle containing the number 4.
- Product Name:** A text input field with a yellow star icon to its right. A red circle containing the number 3 is positioned to the left of the field.
- Price:** A text input field containing '\$0.00'.
- Always Prompt:** A toggle switch currently turned off.
- SKU:** A text input field.
- Bar Code:** A text input field with a barcode icon to its right.
- Category:** A dropdown menu with the text 'Choose categories >'.
- Modifiers:** A dropdown menu with the text 'Choose modifiers >'.
- Tax:** A dropdown menu with the text 'Default (GST 10%)'.



Product management features

There are a number of features available to better manage your Inventory and Business. These features are available from the **Inventory** section of the **More** menu.

Feature	Description
Items	Create and manage your list of products. Your items will be displayed similarly to the Register tab.
Categories	Create categories to better organise and sort your product list. You can add an item to a category by editing the item or by editing the category.
Discounts	Create and manage your available discounts. Percentage discounts can be applied to either the line items or the entire sale. Amount discounts can only be applied to the entire sale and not to individual line-items.
Modifiers	Modifiers allow you to customise items. By creating a modifier set, you create a price adjustment based on a variation to the item, instead of listing them as separate items. <i>E.g. instead of listing a small, medium and large desk in your inventory, you can list "Desk" and create price variations for small, medium or large within the modifier set.</i>

