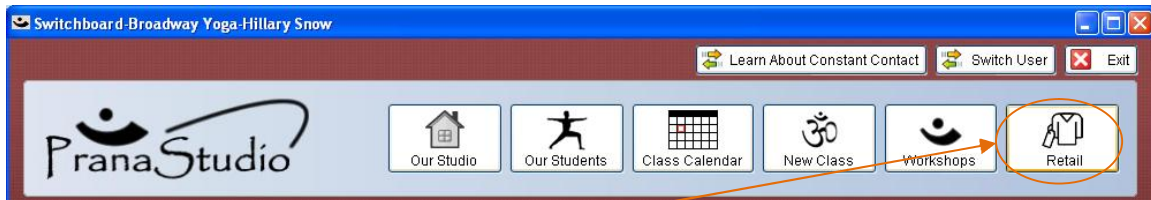


Tutorial 10: Adding Products

This tutorial explains how to add retail products to all your studios with *Corporate Settings* or to one specific studio with *Studio Level Settings*. It also shows you how to added items to the *Quick Sale* menu that is available on several forms including the Switchboard.



1. Click on “Retail.”
2. Click on *Products*.

Corporate Settings tab: make inventory changes for all your studios.

Studio Level Settings tab: make inventory changes to one specific studio.



Note: By default, a new product is controlled by the Corporate Settings (for example, for price). However, once that Corporate Setting has been over-ridden (by setting a different price at the studio level), the studio level setting takes precedence over any future changes at the Corporate level. The only exception to this is the Inactive – if a product is inactivated at the Corporate Level, it will also be inactive at the Studio level.

Each tab has a button to switch from one setting to the other.



Studio Settings override *Corporate Settings*. For example, individual studios may set different prices for the same item.

Only *Studio Level Settings* permits adding an item to the *Quick Sales* menu.

Clicking the *Products* tab brings up the following form:

Add Product: opens to a new record for a new product.

Edit Product: opens the record for an existing product allowing you to change the record.



Duplicate Product: adds a new product by editing a duplicated record. For example, this feature is useful to input a variety of yoga mats that differ only in color—create one record and duplicate it for other colors.

Hide Inactive: hides items not in stock.

Hide Disabled Products: hides items the studio never stocks (that have been disabled)

Step 1: Setting up Suppliers & Categories

Before attempting to add a new product, be sure that you have entered the supplier to the list of *suppliers* and the category to the list of *categories*.¹

¹ See Tutorial 12: Tracking Inventory

Step 2: Adding and Editing Product Records

1. Choose *Add Product*, *Edit product* or *Duplicate Product*.

2. The form will automatically open in *Corporate Settings*. Click on *Studio Settings* if you are working on a product record for one studio (see the introduction to this Tutorial)

3. Supplier and Category: selected from a list previously created.

3. Enter *Price* and select applicable *taxes*.

4. Inventory: sends you a warning when stock reaches a pre-determined number.

5. Barcode: See Step 5 below.

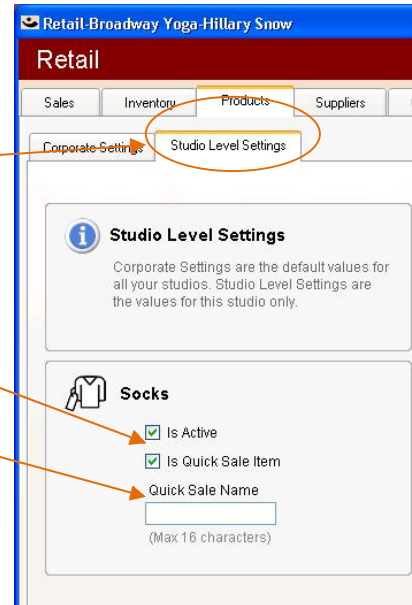
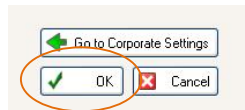
The screenshot displays the 'Retail' software interface for 'Broadway Yoga - Hillary Snow'. The main window is titled 'Retail' and has a menu bar with 'Sales', 'Inventory', 'Products', 'Suppliers', and 'Categories'. Below the menu bar, there are tabs for 'Corporate Settings' and 'Studio Level Settings'. The 'Add Product' form is the central focus, with three main panels: 'Add Product', 'Price and Taxes', and 'Inventory'. The 'Add Product' panel contains fields for Name, SKU, Supplier, Category, Description, and Notes. The 'Price and Taxes' panel includes a 'Selling Price' field (0.00), checkboxes for 'Tax 1', 'Tax 2', and 'Price Includes Tax', and a 'Price After Tax' field (\$0.00). The 'Inventory' panel has a checkbox for 'Track this Product's Inventory Levels' and a 'Warn when stock reaches' field. A 'Barcode' section at the bottom right shows a barcode with the number 40000002781 and buttons for 'Generate New', 'Apply', 'Quantity to Print' (25), 'Apply', and 'Print'. The interface also features a 'Go to Studio Settings' button and 'DK' and 'Cancel' buttons at the bottom.

Step 3: Configuring Quick Sale Items

A quick sale item will appear at the top right hand corner of the retail form so that you can make one-click sales. Use these for your most common sale items (for example, a bottle of water) so that you don't have to search for these products.

To set up a Quick Sale item:

1. Choose *Edit Product* for an existing item or *Add Product* for a new item.
2. Select the *Studio Level Settings* tab.
3. Click *Is Quick Sale Item*.
4. Enter the *Quick Sale Name* (a maximum of 16 characters) which will appear in the Quick Sale menu.
5. Click "OK."



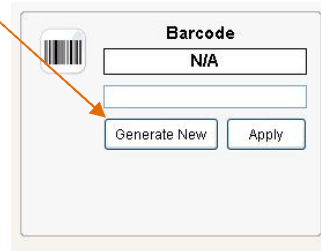
When the number of *Quick Sales* items exceeds the space in the window, a scroll down bar appears making all *Quick Sales* items available.

Step 4: Setting up Product Barcodes²

Barcode settings are available only in *Corporate Settings* not in *Studio Level Settings*.



1. Barcode number: “Clicking Generate New:” automatically enters the next whole number up from your last barcode number used. Alternatively, you can type a barcode number into the box above “Generate New.”



2. Click “Apply.”



3. The box will expand to allow barcode labels to be printed.

Enter *the Quantity to Print*

Click “Apply” to add this printing to your printing jobs.

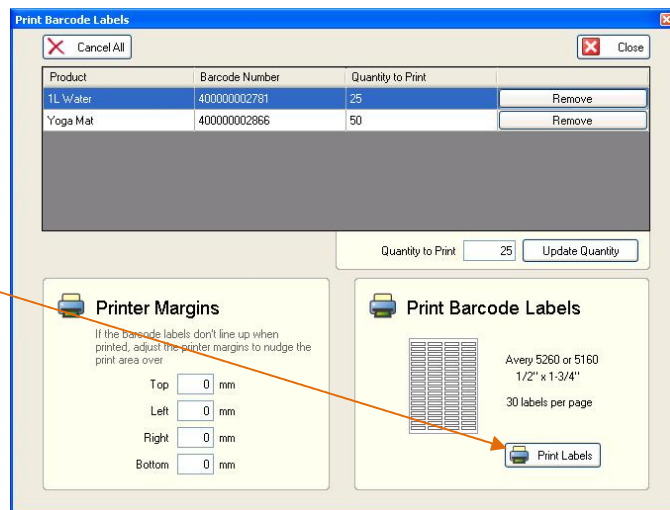
Click “Print” to immediately print.



If you choose to Print immediately, the following form will open:

Review the information and “Print Labels.”

Use the Printer Margins to ensure that you have the exact spacing for your printer (some printers will be off by just millimeters, so you can set these values to get your barcodes printing exactly right on your printer).



² See Tutorial 8: Setting up Barcode Scanner to Work with PranaStudio