Products

Inventory management across sales channels.

- About Products

About Products

Overview

This document will demonstrate how to use every feature offered by the Products page. You can create products and product kits that combine multiple products into a single item. It will also explain how the filters function and how to edit or delete the product entries you have created.

Accessing the Products Page

To access the orders page, click the "Products" button located in the left-hand menu.

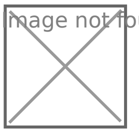
Image not found or type unknown

Creating a New Product

To create a new product, start by selecting the store in which you want to create the product. You can do this by clicking and choosing a store from the "Store" dropdown at the top of the page.

The next step is to initiate the process of creating a new product by clicking the "+ Add" button located above the store selection.

Here are the product fields:

- **SKU:** This is a Stock Keeping Unit (SKU), which serves as a unique identifier for the product.
- **Quantity:** Indicates the total stock quantity of the product.
- **Product Type:** You have two options for this selection:
    - **Product:** This option enables you to create an individual product.
    - **Kit:** If you choose this option, additional options will appear below. It allows you to create a product group, search for SKUs, and add more than one product to a kit. When you create an order using the kit SKU, all the products added to this kit will be selected through a single ID.
- **Product Account Code:** You can search for an account code and assign the product to a specific account.
- **Tax Type:** After selecting the account, you can choose a predefined tax rate.
- **Auto Sync Stock:** This option keeps the stock levels synchronised with the store/account you've selected.

Once you have completed filling in the details, click the "Save" button at the bottom right of the page to create the product.

Image not found or type unknown

Filters

Located just above the product entries, you'll find an information and filtering bar. This bar enables you to view various sections and actively filter products based on different criteria, including quantity, connected channels, product type, and plugin sync status.

After making your selections, click the "Apply Filters" button on the right. To remove the filters you've applied, click the "Clear All" button.

Image not found or type unknown

Actions

The action sections are located on the far right side of the product display. Clicking the pen icon enables you to actively edit an existing product, revealing details such as channel product information and the latest stock updates, including when it was last updated or used.

On the other hand, you can delete a product entry by clicking the trash bin icon next to the edit button. A confirmation popup window will appear at the top of the page, asking for your confirmation, as this action is irreversible once executed.

Additionally, you have the option to delete all of your products using the "Delete All" button located in the top right corner of the screen. This button will also prompt a confirmation through a popup window. It's important to note that deletion is a permanent action, and this extra window is designed to prevent accidental loss of all your products due to an inadvertent click.

Finally, if you click the "Export/Import" button at the top right corner of the screen, you can actively import or export products to your store using the subsequent options. You can choose to export your products as an Excel file or a CSV file.

For export actions, you will receive an email notification with a download link. In the case of the import button, a new window will open, allowing you to select a file for import. Upon completion of the import process, you will receive an email confirming that the operation has been successfully finished.

Image not found or type unknown