

How to Add a New Item

This is a step-by-step guide for adding a new item with a barcode into the inventory in the Auphan Software.

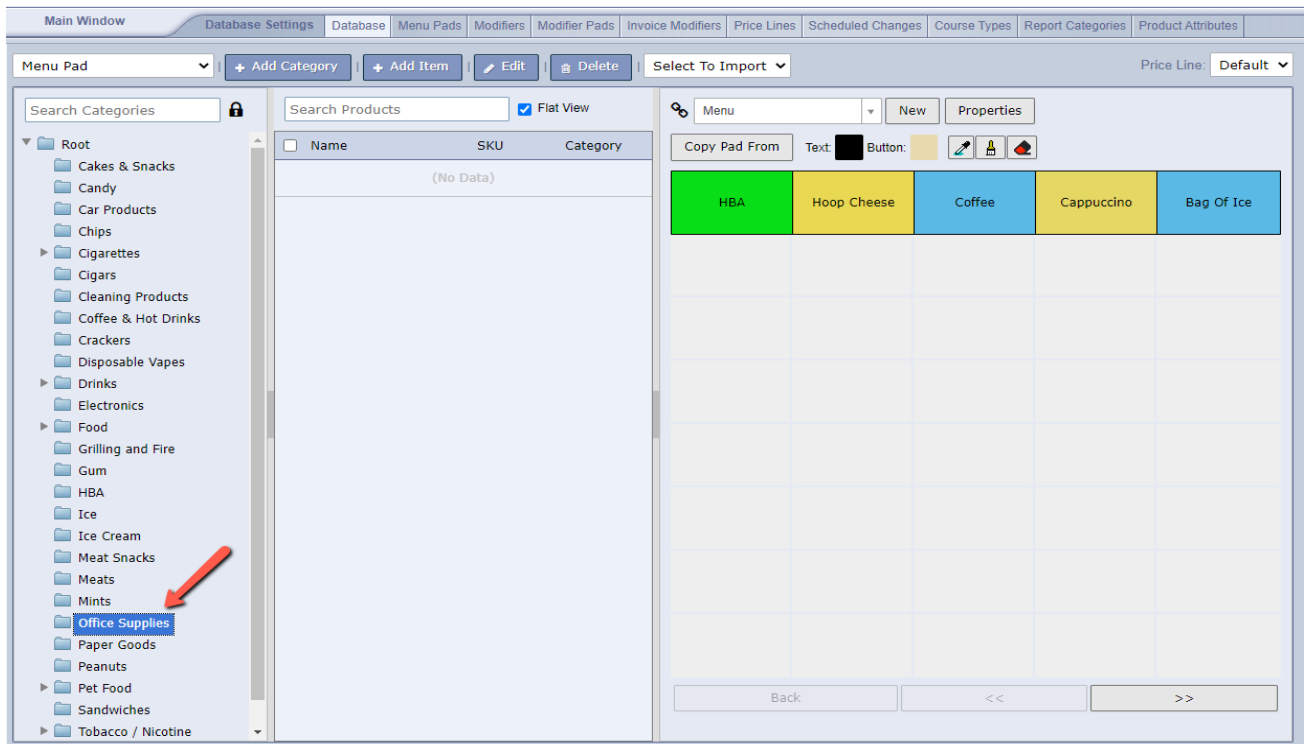
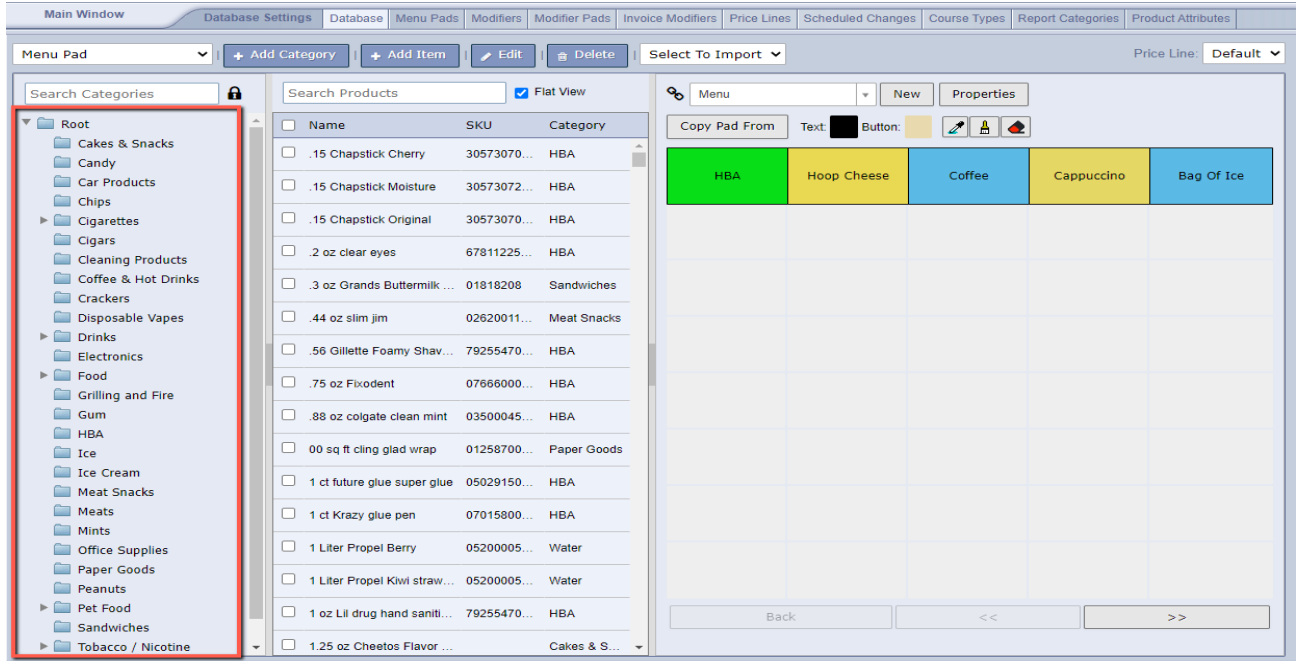
1) Go to the Management screen:



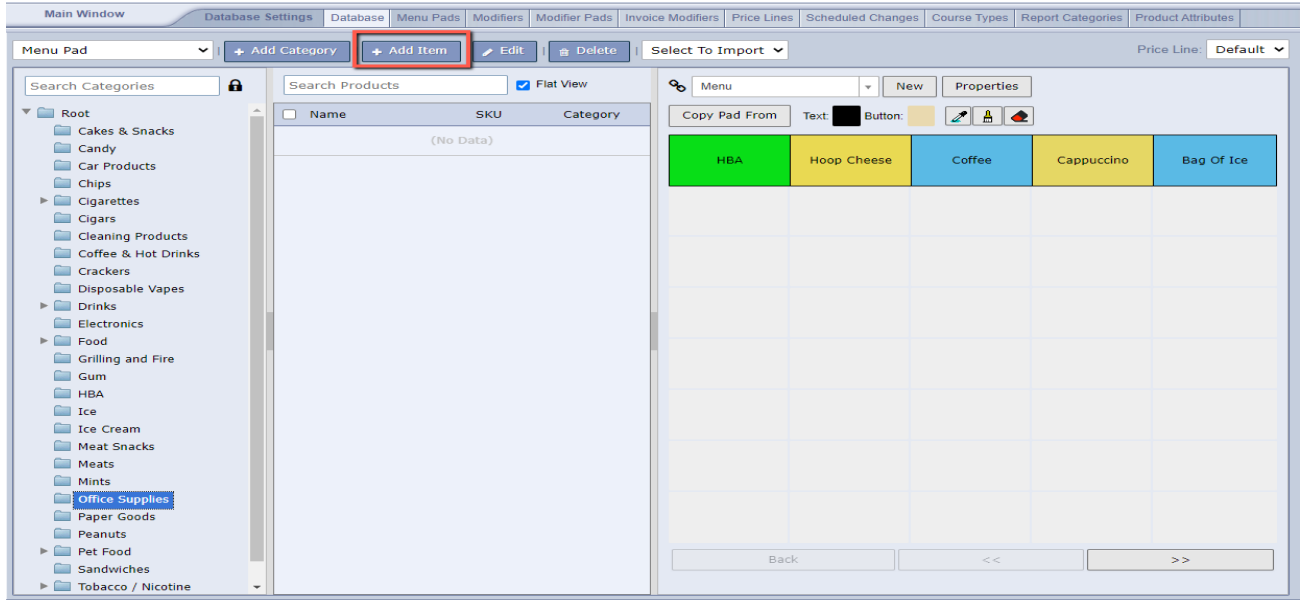
2) Go to Database under Database Settings:



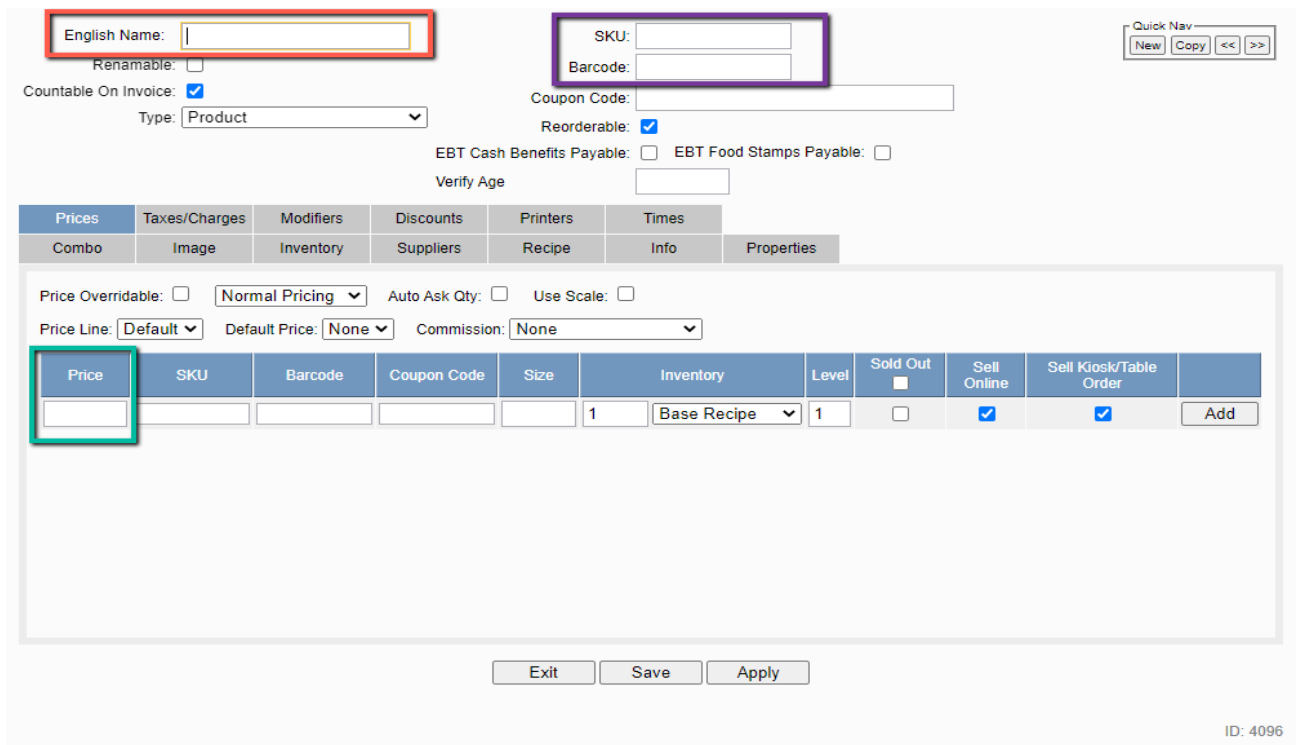
- 3) Before we add the item, we need to locate what category we want to add the item to. We can see the categories on the far-left side, represented as folders. In this case, let's say I want to add a new box of paper clips to my inventory, I can first click on the "Office Supplies" category.



4) Once we have the category selected, we can go to “Add Item” up at the top.



5) To create the item, we can add the “Item Name”, “SKU / Barcode” (if there is one), and finally a “Price”.



6) For example, here is the paper clips I am adding. I can type the name in, either type or scan the barcode into the SKU / Barcode fields, and type the price in.

English Name: Jumbo Paper Clips

Renamable:

Countable On Invoice: Type: Product

SKU: 718103266000

Barcode: 718103266000

Coupon Code:

Reorderable:

EBT Cash Benefits Payable: EBT Food Stamps Payable:

Verify Age:

Prices	Taxes/Charges	Modifiers	Discounts	Printers	Times	
Combo	Image	Inventory	Suppliers	Recipe	Info	Properties

Price Overridable: Normal Pricing Auto Ask Qty: Use Scale:

Price Line: Default Default Price: Price 1 - \$5.99 Commission: None

Price	SKU	Barcode	Coupon Code	Size	Inventory	Level	Sold Out	Sell Online	Sell Kiosk/Table Order	
\$5.99					Base Recipe	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
					Base Recipe	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add

Exit Save Apply

ID: 4096

- If a single item has multiple sizes, you can use the same exact item, and input the SKU / Barcodes in the bottom with the sizes. For example, if we had a 100 count and 50 count of these paper clips, we could just use the same item as so:

English Name: Jumbo Paper Clips

Renamable:

Countable On Invoice: Type: Product

SKU:

Barcode:

Coupon Code:

Reorderable:

EBT Cash Benefits Payable: EBT Food Stamps Payable:

Verify Age:

Prices	Taxes/Charges	Modifiers	Discounts	Printers	Times	
Combo	Image	Inventory	Suppliers	Recipe	Info	Properties

Price Overridable: Normal Pricing Auto Ask Qty: Use Scale:

Price Line: Default Default Price: 100 ct. - \$5.99 Commission: None

Price	SKU	Barcode	Coupon Code	Size	Inventory	Level	Sold Out	Sell Online	Sell Kiosk/Table Order	
\$5.99	718103266000	718103266000		100 ct.	Base Recipe	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
\$3.99	718103266111	718103266111		50 ct.	Base Recipe	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
					Base Recipe	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add

Exit Save Apply

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- The only thing changing here is the SKU / Barcode in the bottom portion and adding something into the "Size" field. Once again, this is only if you have the same item with different sizes and barcodes. You could also just create an entirely new item.

7) After we have the item information in, we can press "Save".

English Name: SKU: Quick Nav:

Renamable: Barcode:

Countable On Invoice: Coupon Code:

Type: Reorderable:

EBT Cash Benefits Payable: EBT Food Stamps Payable:

Verify Age:

Prices	Taxes/Charges	Modifiers	Discounts	Printers	Times	
Combo	Image	Inventory	Suppliers	Recipe	Info	Properties

Price Overridable: Normal Pricing Auto Ask Qty: Use Scale:

Price Line: Default Price: Commission:

Price	SKU	Barcode	Coupon Code	Size	Inventory	Level	Sold Out	Sell Online	Sell Kiosk/Table Order		
\$5.99					1	Base Recipe	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
					1	Base Recipe	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add

ID: 4096

8) Now, we see the item is in our inventory and eligible to be sold.

Main Window Database Settings Database Menu Pads Modifiers Modifier Pads Invoice Modifiers Price Lines Scheduled Changes Course Types Report Categories Product Attributes

Menu Pad Select To Import

Search Categories Search Products Flat View

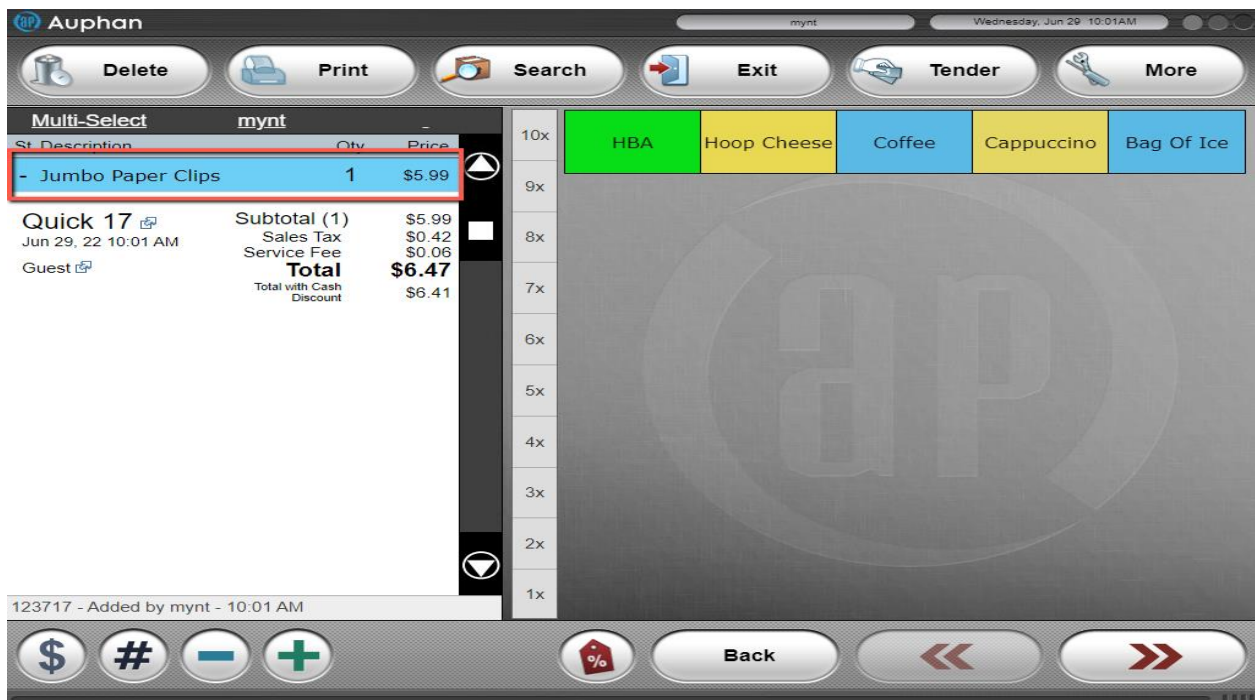
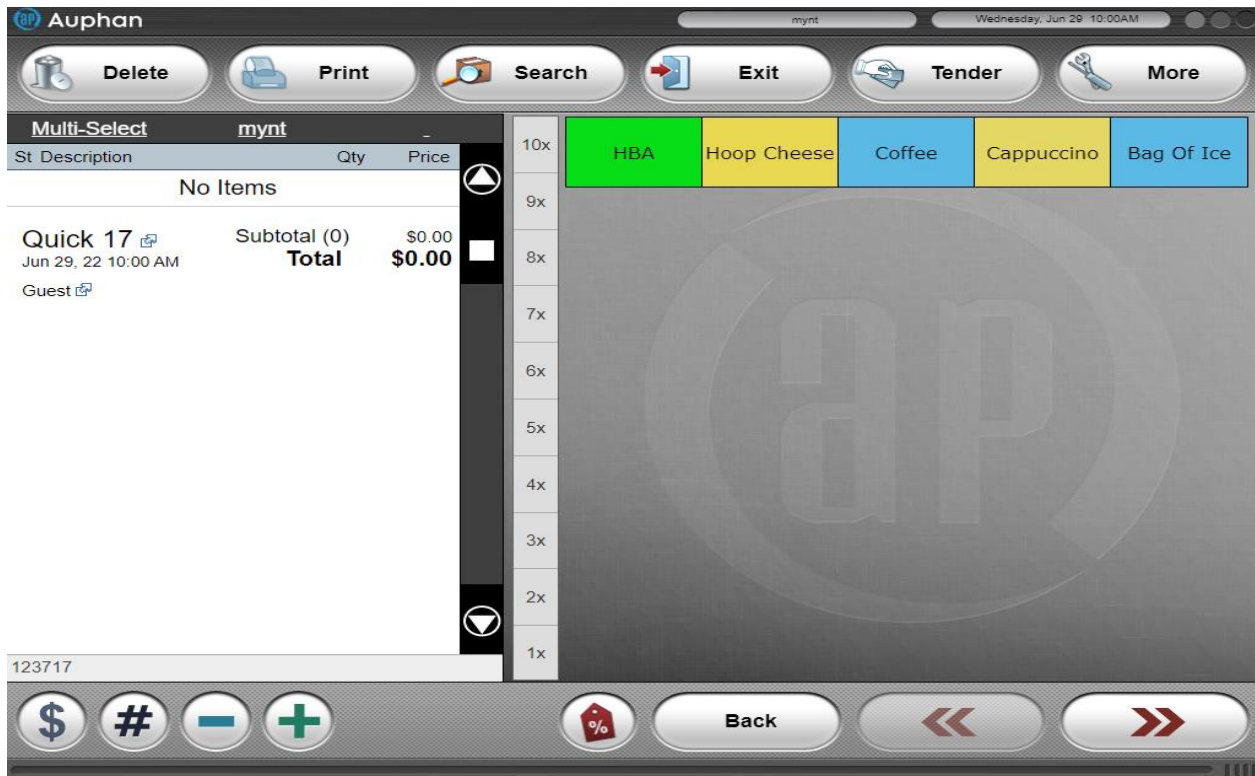
Name	SKU	Category
<input checked="" type="checkbox"/> Jumbo Paper Clips	718103266...	Office Suppl...

Copy Pad From: Text: Button:

HBA	Hoop Cheese	Coffee	Cappuccino	Bag Of Ice
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9) We can test this by logging in and trying to scan the item.



- We can see the item was correctly added to the inventory because it adds to the invoice when it was scanned

- If the item was not added correctly, or not added at all, we would be getting an error like this:

