## 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:

阃 Auphan	Mynt Demo - Retail		Remote Access	Wednesday, Jun 29 11:13AM
Reports	Aanagement	Messages		
m	אטע<		(P) A mynt	Login
			Store:1206	7   Support: 1-202-810-2000 Client   V 2.8 53 3417

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.



Main Window Database Sett	ings Database Menu Pads N	Iodifiers Modifier Pads Inv	oice Modifiers Price Lir	nes Scheduled Chang	es Course Types Rep	port Categories Pro	oduct Attributes
Menu Pad 🗸 🖌 Add C	Category	🎤 Edit   💼 Delete	Select To Import	•		Pr	ice Line: Default 🗸
Search Categories	Search Products	Flat View	S Menu	* N	ew Properties		
🔻 🚞 Root 🤶	Name	SKU Category	Copy Pad From	Text: Button:	Z 🛓 🤙		
Cakes & Snacks	(No Dat	a)					
Candy			НВА	Hoon Cheese	Coffee	Cannuccino	Bag Of Ice
Car Products			110A	noop encese	conce	cuppacento	bug of ice
Chips					- I		
Cigarettes							
Cleaning Products							
Coffee & Hot Drinks							
Crackers							
Disposable Vapes							
▶ 🚞 Drinks							
Electronics							
▶ 🚞 Food							
Grilling and Fire							
Gum Gum							
🗀 нва							
Ice Ice							
Ice Cream							
Meat Snacks							
Minto							
Paper Goods							
Peanuts							
▶ 🚞 Pet Food							
Sandwiches			В	аск			>>
▶ 🚞 Tobacco / Nicotine 👻							

- Main Window Database Settings Database Menu Pads Modifiers Modifier Pads Invoice Modifiers Price Lines Scheduled Changes Course Types Report Categories Product Attributes ▼ I + Add Category 🛛 + Add Item 🕜 Edit I 😭 Delete I Select To Import マ Menu Pad Price Line: Default 🗸 Search Categories 8 Search Products Flat View S Menu New Properties 🔻 🚞 Root Name SKU Category Copy Pad From Text: Button: Z 🛔 📥 Cakes & Snacks Candy Hoop Cheese Coffee Cappuccino Bag Of Ice нва Car Products Chips Cigarettes
   Cigars Cleaning Products Crackers Disposable Vapes Drinks Electronics ► 🚞 Food Grilling and Fire Gum 🚞 нва 🔲 Ice 🚞 Ice Cream Meat Snacks 🚞 Meats Mints
  Office Supplies
  Paper Goods Peanuts >> Sandwiches Tobacco / Nicotine
- 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**".

English Na Renar	ame:			Ba	SKU:			1		Quick	Copy << >>
Countable On In	ivoice: 🔽			Coupon	Code:						
	Type: Product		~	Reord	erable:	~					
			EBT C	ash Benefits Pa	ayable: (	EBT Fo	od Stamps Pa	ayable: 🗌			
			Verify A	lge							
Prices	Taxes/Charges	Modifiers	Discounts	Printers		Times					
Combo	Image	Inventory	Suppliers	Recipe		Info	Properties				
Price Overrida Price Line:	able: 🗌 🛛 Norn Default 🗸 Defa	nal Pricing 🗸	Auto Ask Qty: Commissi	Use Sca	ale: 🗆	~					
Price	SKU	Barcode	Coupon Code	Size		Inventory	ι	_evel Sold Out	Sell Online	Sell Kiosk/Table Order	
					1	Base Re	cipe 🗸	1	<b>~</b>		Add
				Exit	S	ave	Apply				
											ID: 4096

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 Na Renar Countable On In	ame: Jumbo Pa mable: nvoice: Type: Product	aper Clips	EBT Ca Verify A	Coupor Reord ash Benefits F	SKU: arcode: n Code: derable: Payable:	71810326 71810326	5000 5000 pod Stamps	Payable	e: []	]	Quick	Nav Copy << >>
Prices	Taxes/Charges	Modifiers	Discounts	Printers		Times						
Combo	Image	Inventory	Suppliers	Recipe		Info	Propertie	es				
Price Overrida Price Line: D	able: □ Norn Default ✔ Defa	nal Pricing	Auto Ask Qty: 1 - \$5.99 V Coupon Code	Use Se Commission: Size	cale: C	) Inventor	~	Level	Sold Out	Sell	Sell Kiosk/Table	
<b>55 00</b>					1	Race R		1		Online	Order	Delete
\$5.99					1	Base R		2				Add
						Daserte	scipe -	-				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 N Rena Countable On Ir	ame: Jumbo P mable: nvoice: Type: Product	aper Clips	EBT Ca Verify A	B Coupor Reorc ash Benefits P age	SKU: arcode: n Code: derable: ayable:	☑ □ EBTF0	od Stamp	s Payat	ole: 🗌		[Quick [New]	Nav Copy «« >>
Prices	Taxes/Charges	Modifiers	Discounts	Printers		Times						
Combo	Image	Inventory	Suppliers	Recipe		Info	Proper	ties				
Price Overrid Price Line:	able: Norr Default 🗸 Defa	mal Pricing 🗸	Auto Ask Qty: t \$5.99 🗸	Use So	cale:  None		~		Sold Out	Sell	Sall Kinsk/Table	
Price	SKU	Barcode	Coupon Code	Size		Inventory		Leve		Online	Order	
\$5.99	718103266000	718103266000		100 ct.	1	Base Re	cipe 🗸	1		<	<b>2</b>	Delete
\$3.99	718103266111	718103266111		50 ct.	1	Base Re	cipe 🗸	2		<	<b>~</b>	Delete
_					1	Base Re	cipe 🗸	3		<b>~</b>	<b>2</b>	Add
				Exit		Save	Apply					ID: 4097

 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.

English N: Renar Countable On Ir	ame: <mark>Jumbo P:</mark> nable: □ ivoice: <b>☑</b> Type: Product •	aper Clips	EBT Cash I Verify Age	S Barco Coupon Co Reordera Benefits Paya	KU: 7181032660 ode: 7181032660 ode: ible: ✓ ible: ✓ EBT Foo	00 00 J Stamps Pay	yable:			Quick N	lav Copy (<< >>
Prices	Taxes/Charges	Modifiers	Discounts	Printers	Times						
Combo	Image	Inventory	Suppliers	Recipe	Info	Propertie	s				
Price Overrida Price Line:	able: 🗌 🛛 Norn Default 💙 Defa	nal Pricing 🗸	Auto Ask Qty: 〔 1 - \$5.99 ✔ ]   C	Use Sc	ale: 🗌 None	~					
Price	SKU	Barcode	Coupon Code	Size	Inventor	,	Level	Sold Out	Sell Online	Sell Kiosk/Table Order	
\$5.99					1 Base R	ecipe 🗸	1				Delete
					1 Base R	cipe 🗸	2			<b>~</b>	Add
			(	Exit	Save	Apply	]				ID: 4096

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

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

Main Window Database	Settings Database Menu Pad	Modifiers Modifier Pads Invo	oice	Modifiers Price Line	s Scheduled Chang	es Course Types Re	eport Categories P	roduct Attributes
Menu Pad 🗸 I 🔸 Ad	ld Category   🕂 Add Item	🕜 Edit   💼 Delete	Se	lect To Import 🗸			Ρ	rice Line: Default 🗸
Search Categories	Search Products	Flat View	•	Senu Menu	- N	lew Properties		
Root     Cakes & Spacks	Name	SKU Category		Copy Pad From	Text: Button:	2 🛓 🌰	]	
Candy	Jumbo Paper Clips	718103266 Office Suppl		НВА	Hoop Cheese	Coffee	Cappuccino	Bag Of Ice
Chips								
► Cigarettes Cigars								
Cleaning Products								
Crackers								
Disposable vapes     Disposable vapes								
Electronics								
Grilling and Fire								
HBA								
Ice Cream								
Meat Snacks								
Mints Office Supplies								
Paper Goods								
▶ Pet Food				Bac	ck	<<		>>
► Tobacco / Nicotine ▼								

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:

