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.
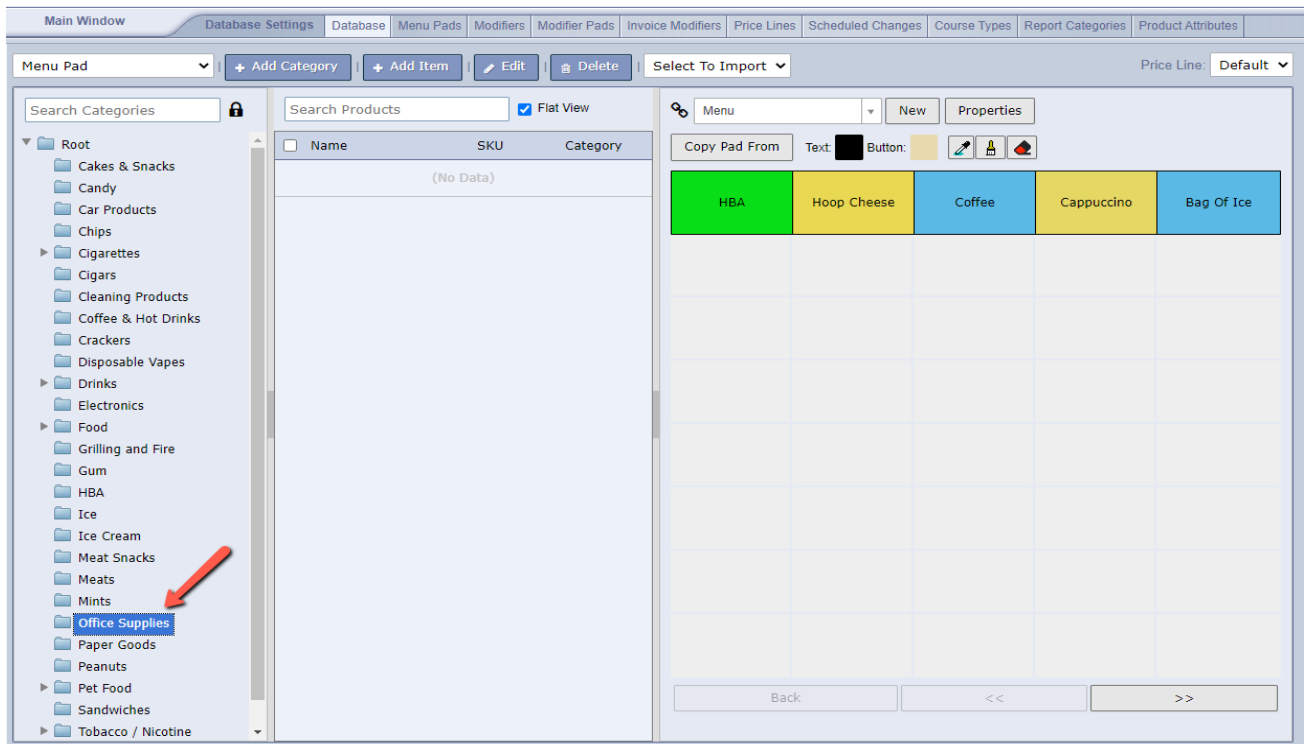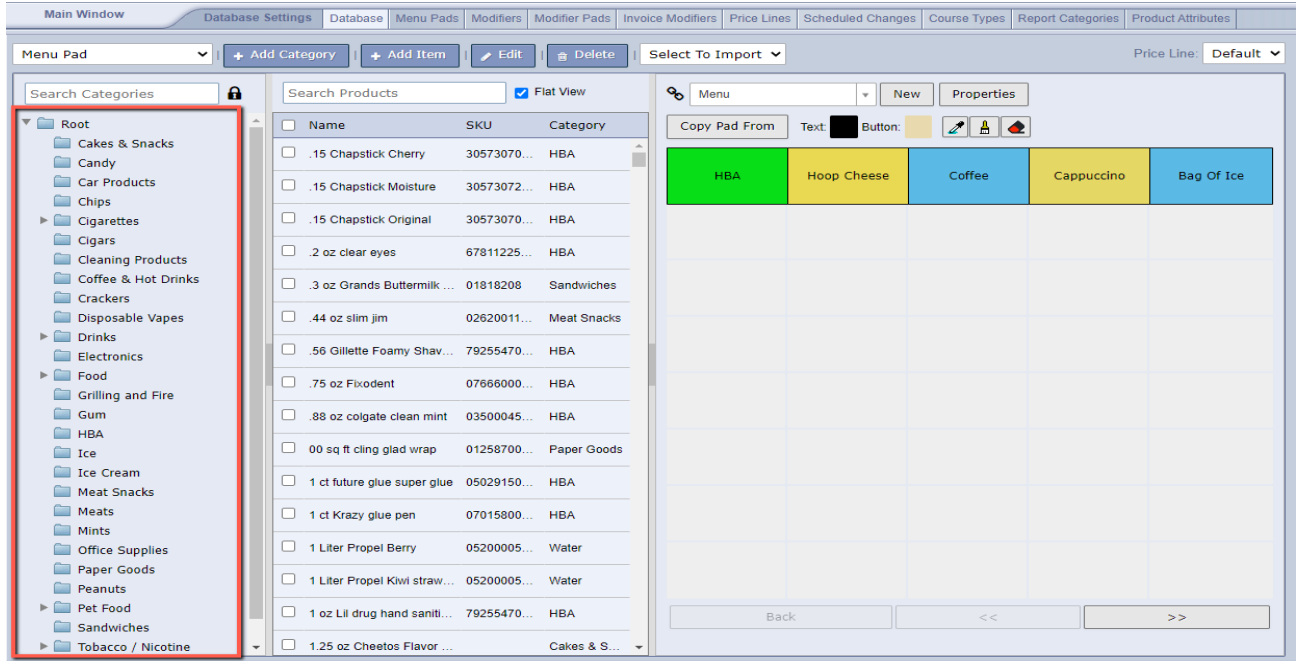
1) Go to the Management screen:


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.
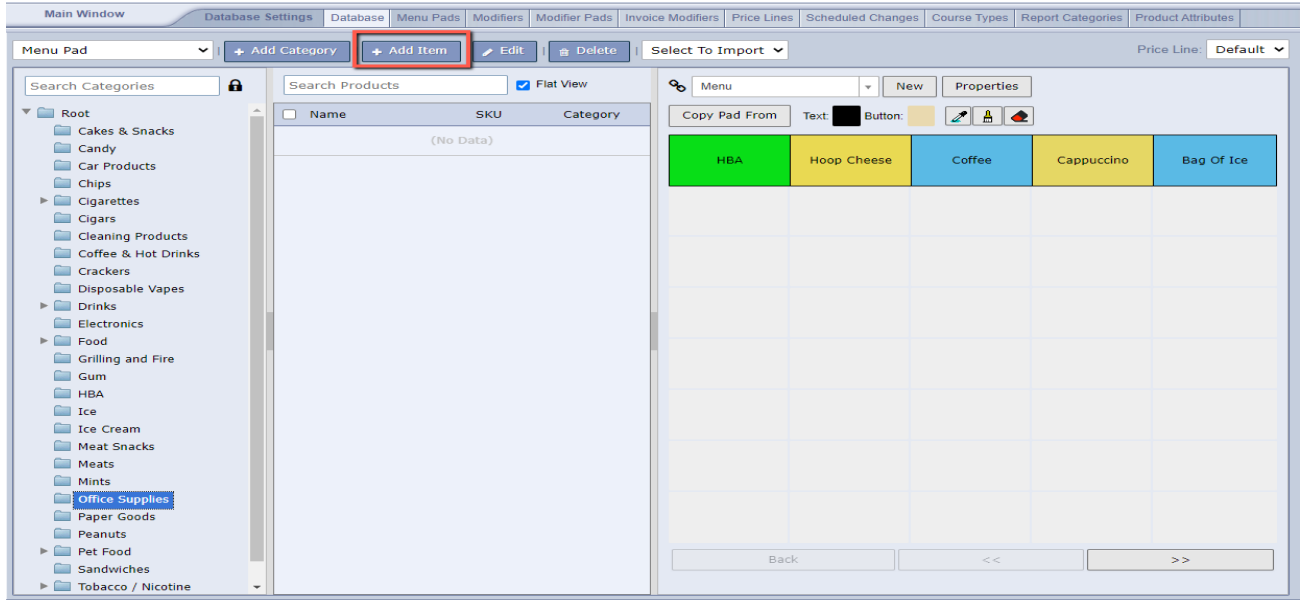
5) To create the item, we can add the "Item Name", "SKU / Barcode" (if there is one), and finally a "Price".
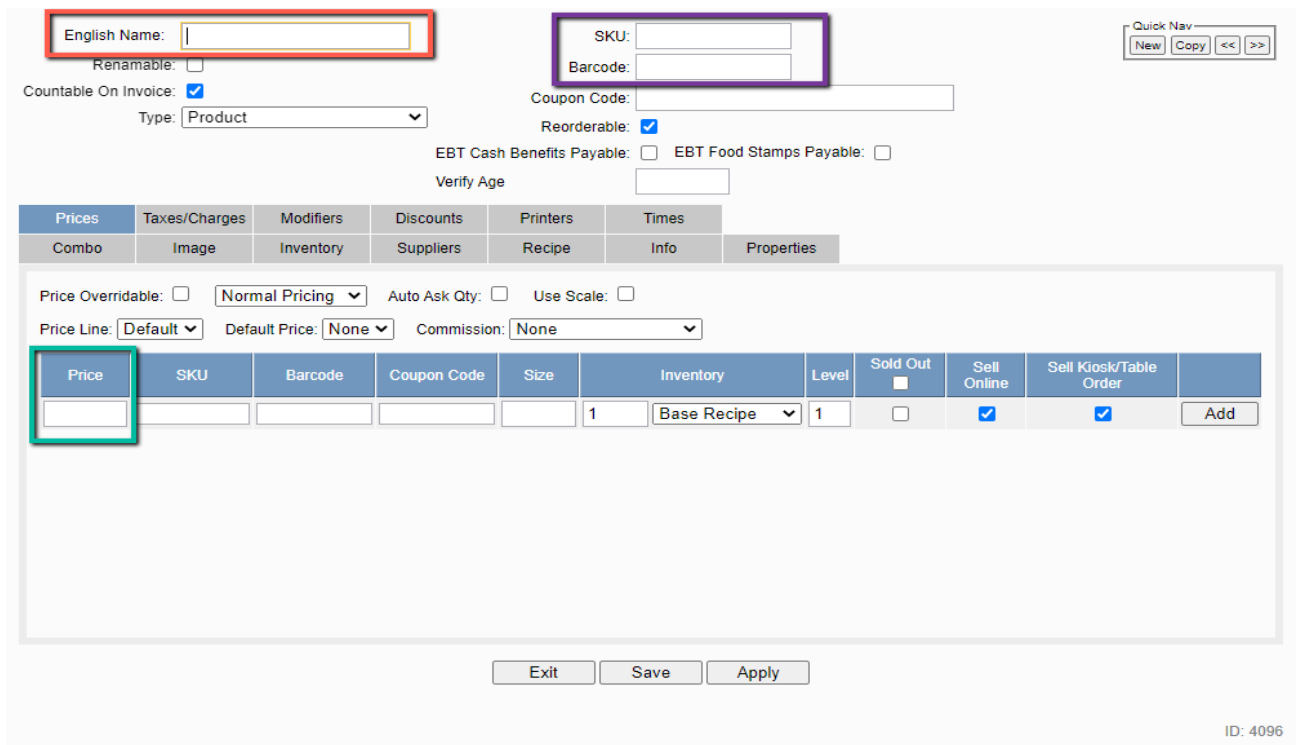
6) For example, here is the paper clips I am adding. I can type the name in, either type or scan the barcode into the SKU / Barcode fields, and type the price in.

- 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:

- 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".

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

9) We can test this by logging in and trying to scan the item.
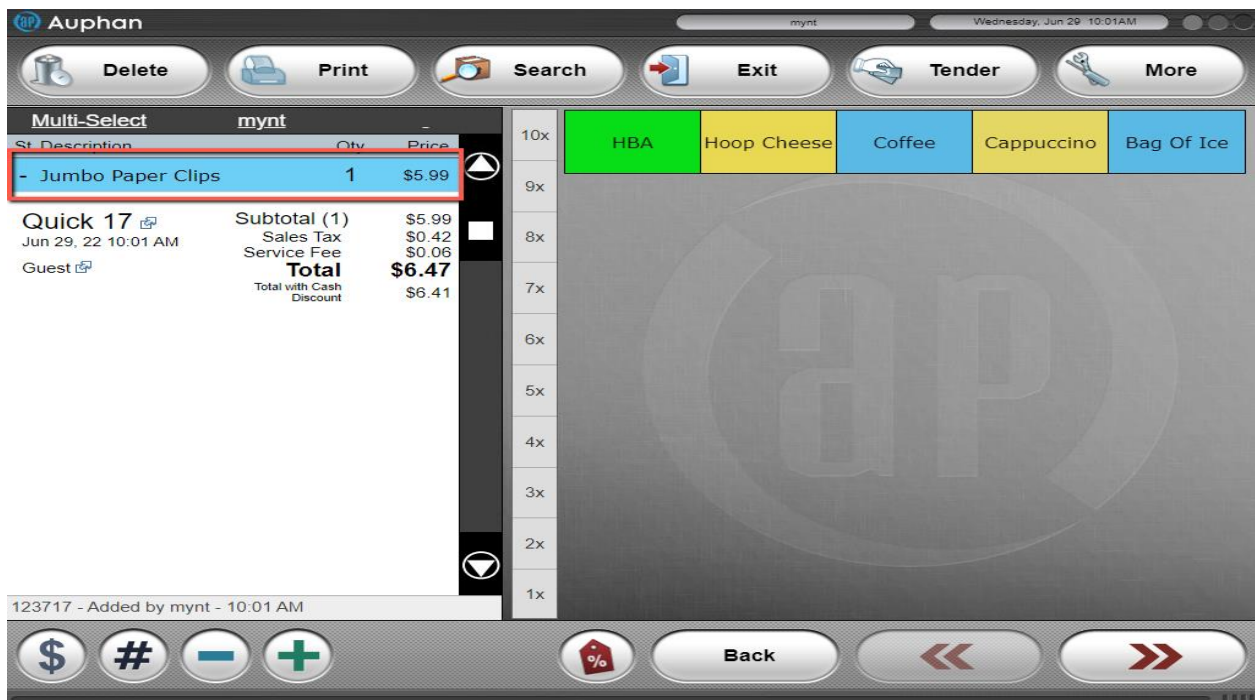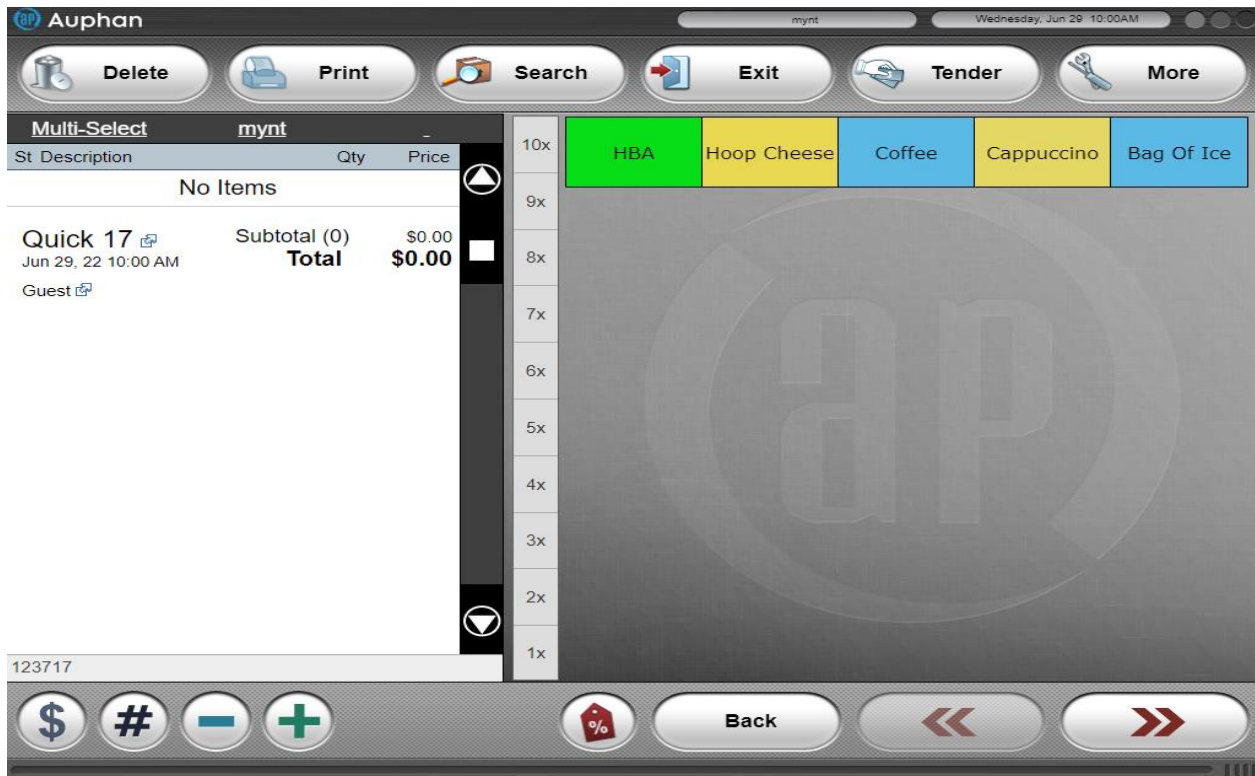
- We can see the item was correctly added to the inventory because it adds to the invoice when it was scanned

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