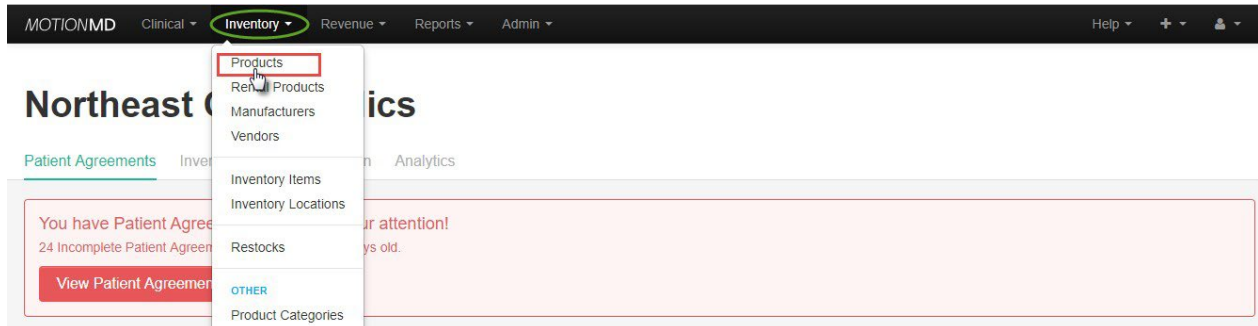
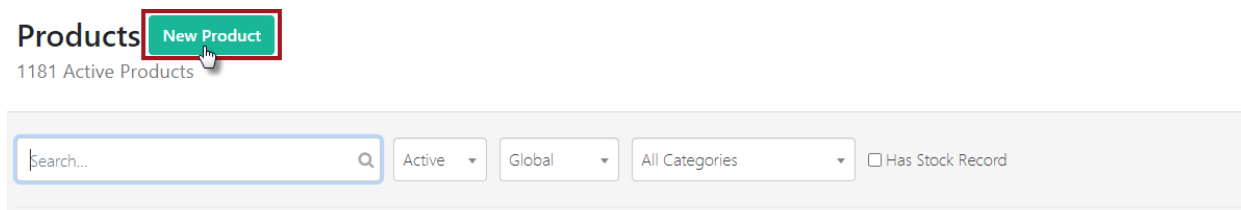


CREATE A NEW PRODUCT

Navigate to the Inventory tab and select **Products**:



Select **New Product**:



Add product information and details. Note, there are some mandatory fields, indicated with an asterisk while others are optional.

Details

* Name

* Manufacturer

Select a Manufacturer

* Product category

Select a Category

* Body area

Select Body Area

Is product Phase Out or Obsolete?

☐ No
☐ Phase Out
☐ Obsolete

Description

</>
Bold
Italic
Text
List
Link
Image
Video
Table
Code
Undo
Redo

Search Keywords

Any abbreviations that this product might go by

CREATE A NEW PRODUCT

In the bottom section, Images, Sales Price and HCPCS may be added. Once complete select **Create Product**.

The form is titled 'CREATE A NEW PRODUCT'. It contains the following sections:

- Images:** Includes 'Add Image' and 'Add Sizing Image' buttons.
- Sales Price:** Includes input fields for 'Cost' (\$ 0.00), 'Bill Charge' (\$ 0.00), and 'Patient Price' (\$ 0.00).
- Linked HCPCS:** Includes an 'Add HCPCS' button.
- Active?:** Checked checkbox.
- Eligible for Insurance Coverage?:** Checked checkbox.
- Create Product:** A large green button at the bottom right.

Once the NEW Product is created, Attributes should be set prior to Adding Items. Select **Edit Attributes**.

Attributes are the descriptive categories to help distinguish each SKU that is added under the product.

For example, if the SKU's are Left and Right, an attribute should be set to assign either Left or Right to the SKU.

Multiple attributes may be set if there are more than one descriptor for a SKU (i.e. Left, Small). If a product has no distinguishing attributes for the SKU, this step may be skipped:

The interface shows the product 'Test Item' is **Active**. The 'Edit Attributes' button is highlighted. The 'Inventory' tab is selected, showing options to add items and linked HCPCS codes.

CREATE A NEW PRODUCT

Attributes

Test Item 2

New Attribute

Orientation

Left, Right

Add

Size

XXX-Small, XX-Sma...

Add

OA Knee Unloading

Medial, Lateral

Add

Functional Knee Strapping

ACL, PCL, CI

Add

Length

12 Inch, 14 Inch...

Add

Type

Female, Male

Add

Orientation (Radio Button Tag)

Left

Right

Common Attributes are preloaded. Selecting **Add** will allow you to assign them to the product.

Attributes

Test Item 2

New Attribute

Orientation

Left, Right

Add

Size

XXX-Small, XX-Sma...

Add

OA Knee Unloading

Medial, Lateral

Add

Functional Knee Strapping

ACL, PCL, CI

Add

Length

12 Inch, 14 Inch...

Add

Type

Female, Male

Add

Select **New Attribute** if you do not see the Attribute preloaded.

A pop-up box will appear to Name the Attribute. In this example, the item has various colors and the Attribute is named Color.

In the Drop-Down Select the Input type style

Create Attribute

New Attribute - Test Item 2

Name

Color

Input type

radio_button_tag

radio_button_tag

select_tag

text_field_tag

Attributes

Test Item 2

New Attribute

Orientation

Left, Right

Add

Size

XXX-Small, XX-Sma...

Add

OA Knee Unloading

Medial, Lateral

Add

Functional Knee Strapping

ACL, PCL, CI

Add

Length

12 Inch, 14 Inch...

Add

Type

Female, Male

Add

Orientation (Radio Button Tag)

Left

Right

New Option for Color

Label

Blue

Description

Cancel

Create

Color (Radio Button Tag)

Add Color Label to the Attribute by selecting +

A Pop-Up box will appear to add the label

Create

Repeat this step for each additional label needed

CREATE A NEW PRODUCT

Navigate back to the NEW Product created after Attributes are set to complete the remaining step:

Products / **Test Item 2** / Attributes

Attributes

Test Item 2

New Attribute

Orientation
Left, Right

Add

Orientation (Radio Button Tag)

Left

Right

The final step is adding the Inventory Item/SKU to the Product by selecting **Add Item**:

Products / Test Item

Test Item

This product is **Active** and has **Account** visibility.

Inventory Education Rentals

Add Item

Assign Attributes and add Item Number then select **Create Inventory Item**:

Test Item 2 New Item

Select Item Attributes

Orientation

☒ Left

☐ Right

Color

☒ Blue

☐ Red

☐ Black

Details

Item Number

Enter the Manufacturer's SKU

Barcode

Enter the exact value returned by a barcode scan. This is sometimes different than the Item Number.

Model Number

☒ Active?

Comments

Create Inventory Item Cancel

CREATE A NEW PRODUCT

Once created, users are defaulted to the product page. Select **Add Item** to create additional SKU's . Repeat as necessary.

Active

Test Item 2

Edit Product Edit Attributes Delete Product

This product is Active and has Account visibility. Promote to Account Group Level

QIO - Denjoy - DME - knee

Linked HCPCS Codes

Add HCPCS

Cost \$0.00

Bill Charge \$0.00

Insurance Eligible Yes

Patient Price \$0.00

Edit Sales Price

Linked Diagnoses

Add ICD-10

Inventory Education Rentals

123 test 2 0 Total Stock \$0.00/EA

Left Blue

Setup Vendor Attributes Edit Preferences Edit Item New Stock Record

Item Details

Barcode	Model #	Item ID
123 test 2	-	5599

There are no stock records for this item.

Add Item

NOTE: After the NEW Product is created, additional steps are needed to set [Adding a Stock Record](#), [Assigning a Customer Reference](#) and [Assign a Vendor Purchase Attribute](#). Select the links to these guides for additional information.