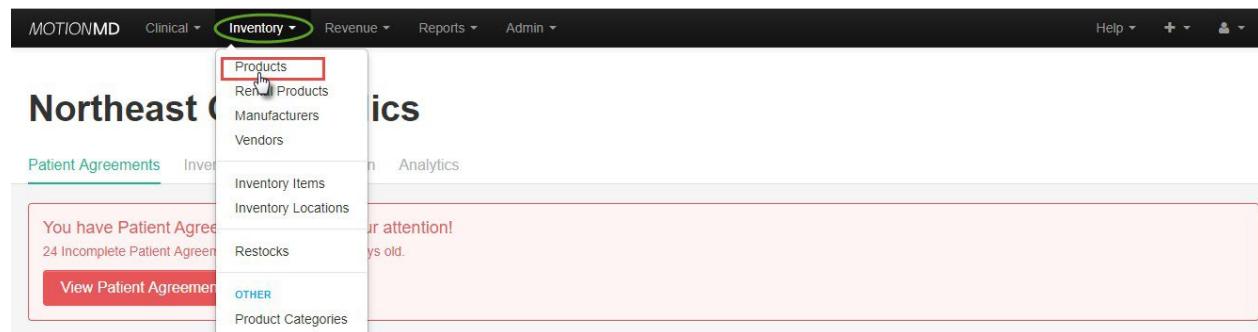


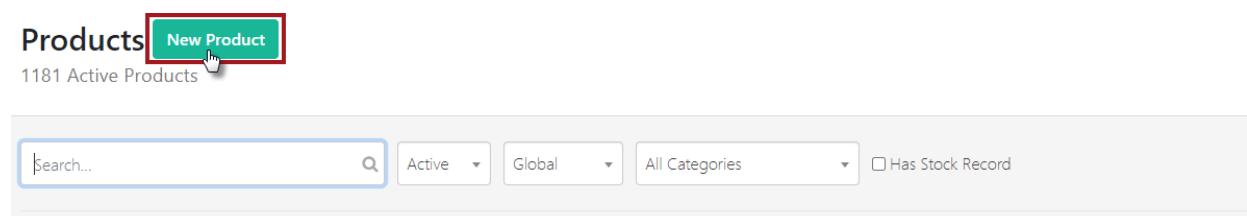
## CREATE A NEW PRODUCT

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



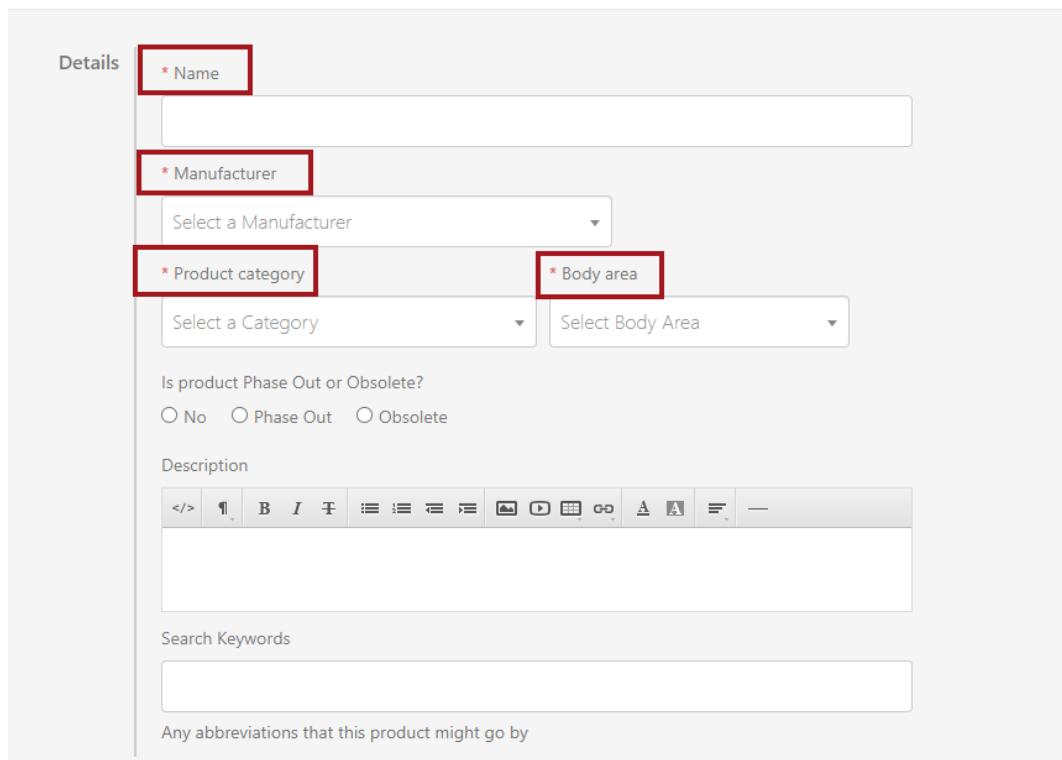
The screenshot shows the MOTIONMD software interface. The top navigation bar includes 'MOTIONMD', 'Clinical', 'Inventory' (which is highlighted with a green circle), 'Revenue', 'Reports', and 'Admin'. Below the navigation bar, the main content area is titled 'Northeast' and shows a 'Patient Agreements' section with a message about incomplete agreements. The 'Inventory' section is active, with a sub-menu showing 'Products' (highlighted with a red box), 'Reorder Products', 'Manufacturers', 'Vendors', 'Inventory Items', 'Inventory Locations', 'Restocks', and 'OTHER' (Product Categories). A message box on the right says 'Attention! Your restocks are due soon.'.

Select **New Product**:



The screenshot shows the 'Products' page. The title 'Products' is at the top, followed by a 'New Product' button (highlighted with a green box). Below this, it says '1181 Active Products'. The page includes a search bar, filters for 'Active', 'Global', 'All Categories', and 'Has Stock Record', and a table of product data.

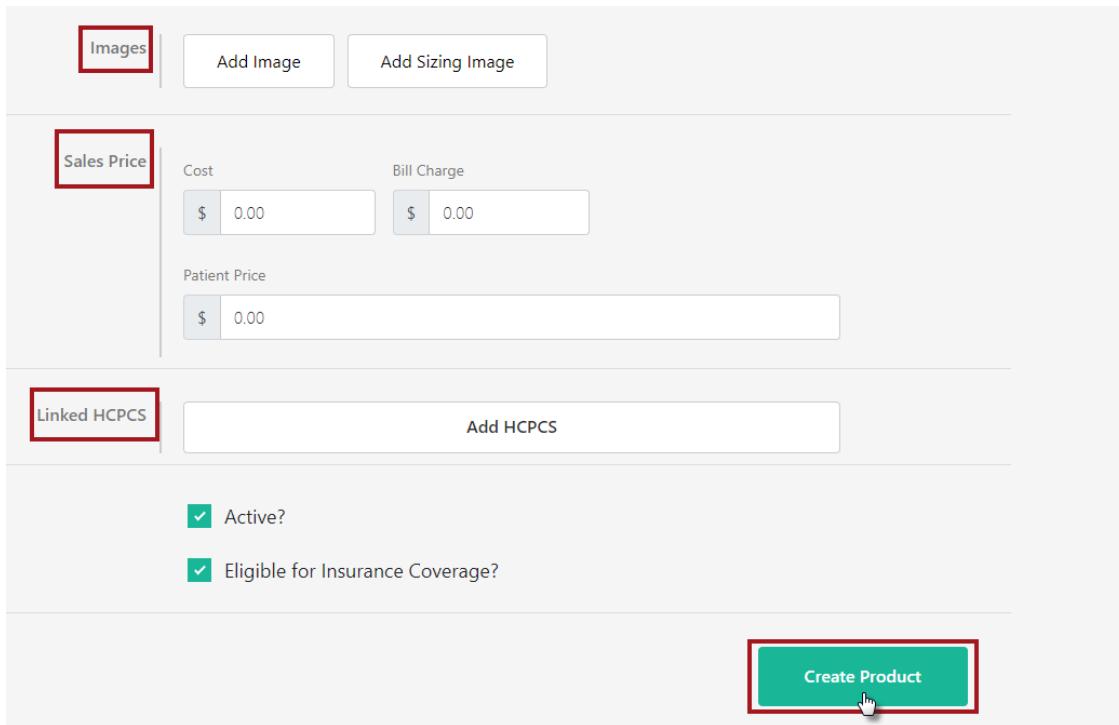
Add product information and details. Note, there are some mandatory fields, indicated with an asterisk while others are optional.



The screenshot shows the 'Details' section of the product creation form. It includes fields for 'Name' (mandatory), 'Manufacturer' (mandatory), 'Product category' (mandatory), 'Body area' (mandatory), 'Description' (with a rich text editor toolbar), 'Search Keywords', and 'Abbreviations'.

## CREATE A NEW PRODUCT

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



Images

Add Image

Add Sizing Image

Sales Price

Cost      Bill Charge

\$ 0.00      \$ 0.00

Patient Price

\$ 0.00

Linked HCPCS

Add HCPCS

Active?

Eligible for Insurance Coverage?

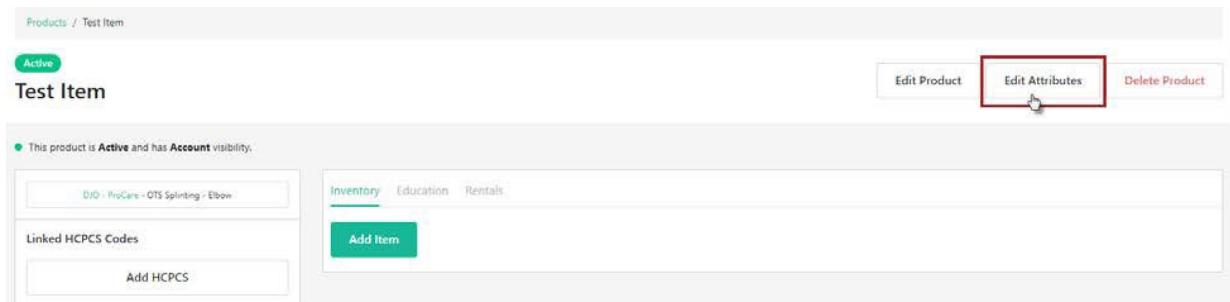
Create Product

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:



Products / Test Item

Active

Test Item

This product is Active and has Account visibility.

Linked HCPCS Codes

Add HCPCS

Inventory Education Rentals

Add Item

Edit Product      Edit Attributes      Delete Product

## 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

New Attribute - Test Item 2

Create Attribute

\* Name:

\* Input type:

radio\_button\_tag

radio\_button\_tag

select\_tag

text\_field\_tag

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

### 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:

Description:

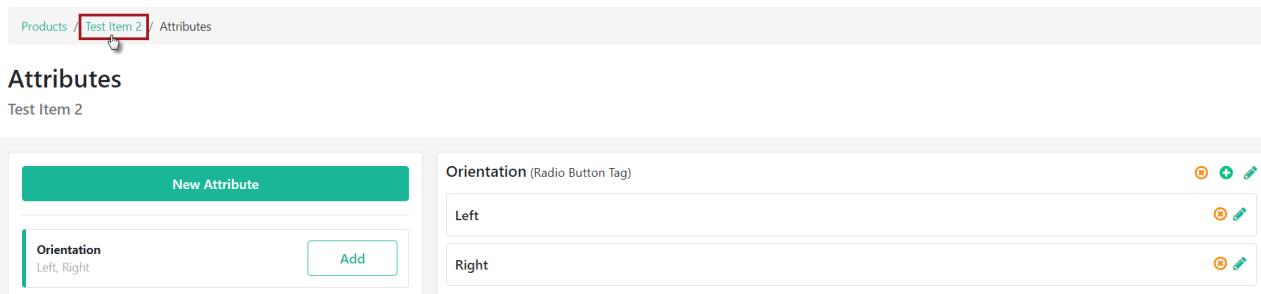
Cancel Create

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

Page 3 of 5

## 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

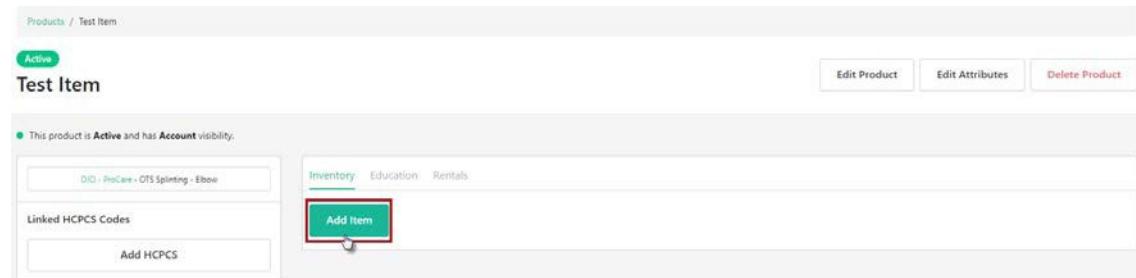
New Attribute

Orientation (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

Active

Edit Product | Edit Attributes | Delete Product

This product is Active and has Account visibility.

DIO - ProCare - OTS Splinting - Elbow

Linked HCPCS Codes

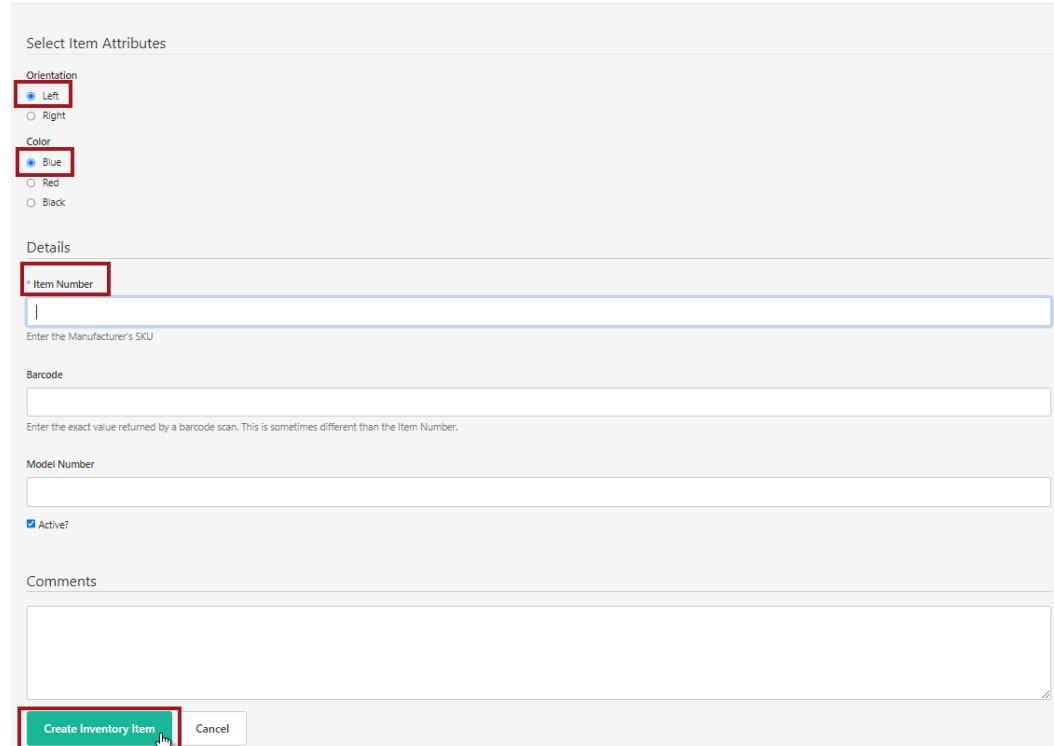
Add HCPCS

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

## 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

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

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

Left Blue

0 Total Stock \$0.00/EA

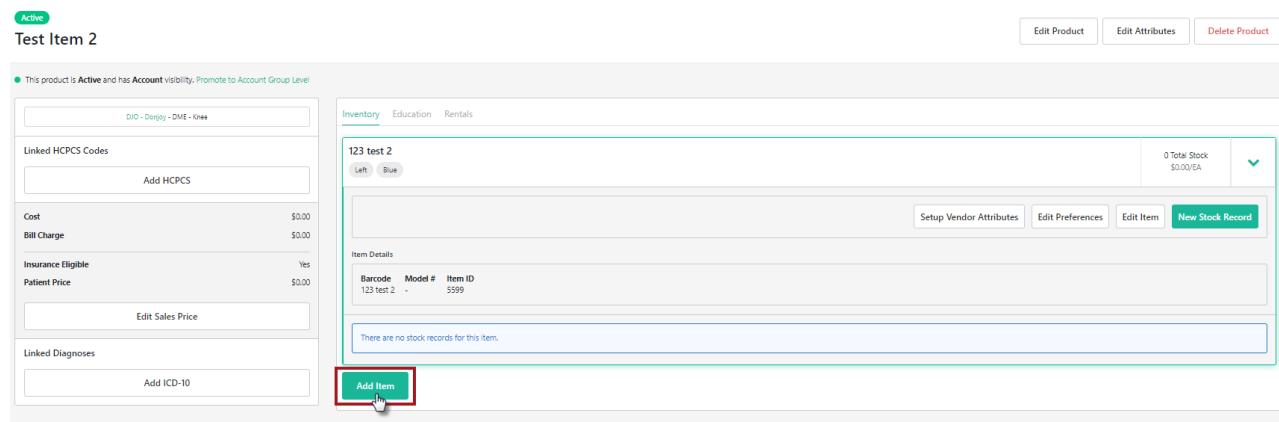
Setup Vendor Attributes Edit Preferences Edit Item New Stock Record

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.