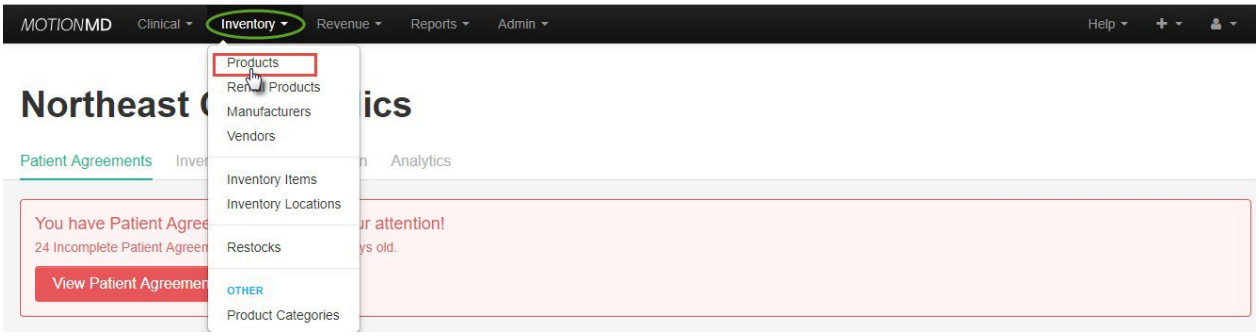
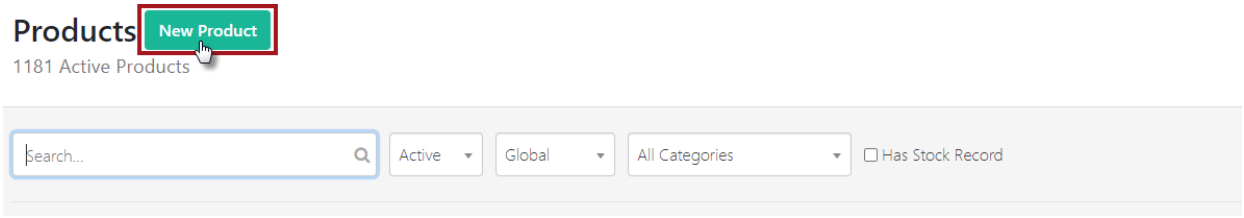
CREATE A NEW PRODUCT

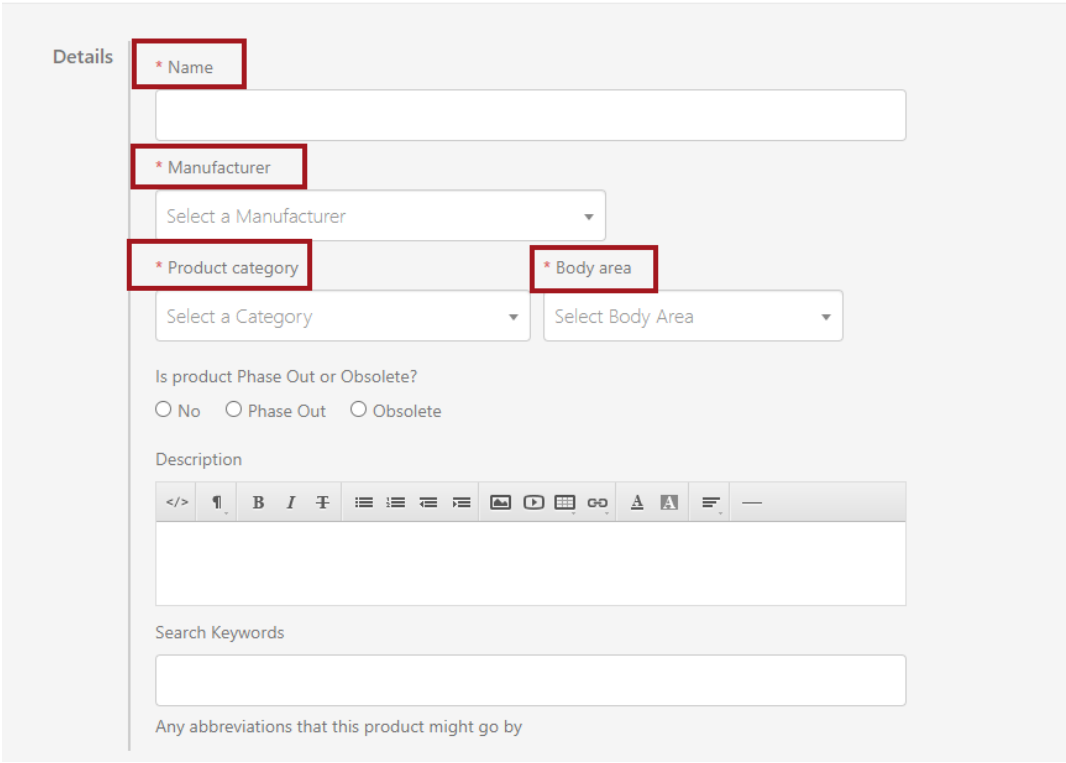
Navigate to the Inventory tab and select **Products**:



Select **New Product**:

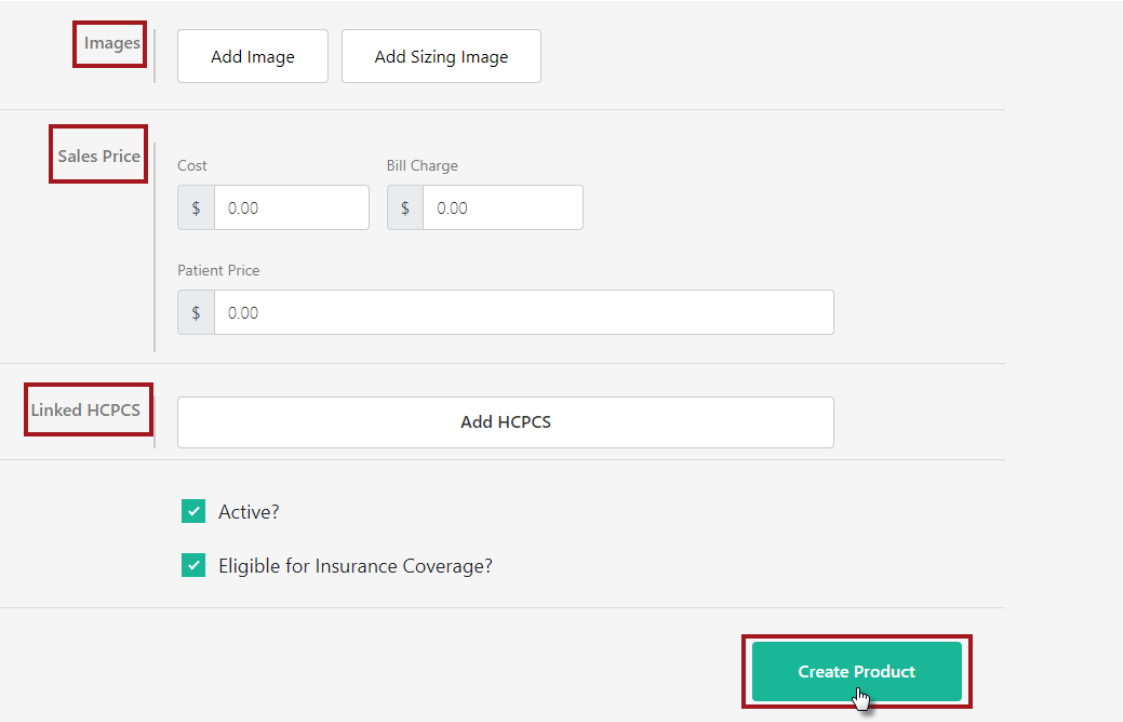


Add product information and details. Note, there are some mandatory fields, indicated with an asterisk while others are optional.



CREATE A NEW PRODUCT

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

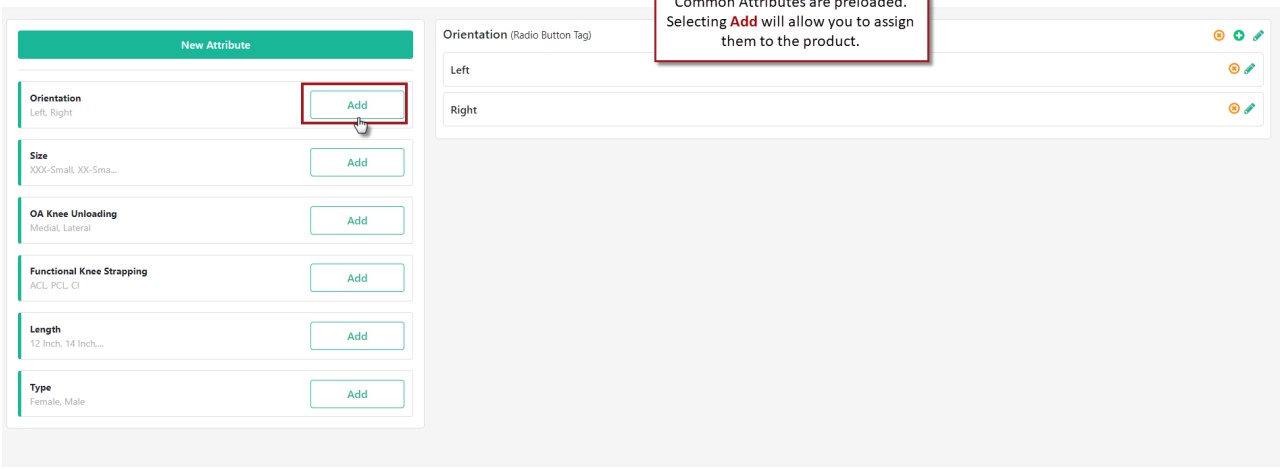
> For example, if the SKU's are Left and Right, an attribute should be set to assign either Left or Right to the SKU.

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:

CREATE A NEW PRODUCT

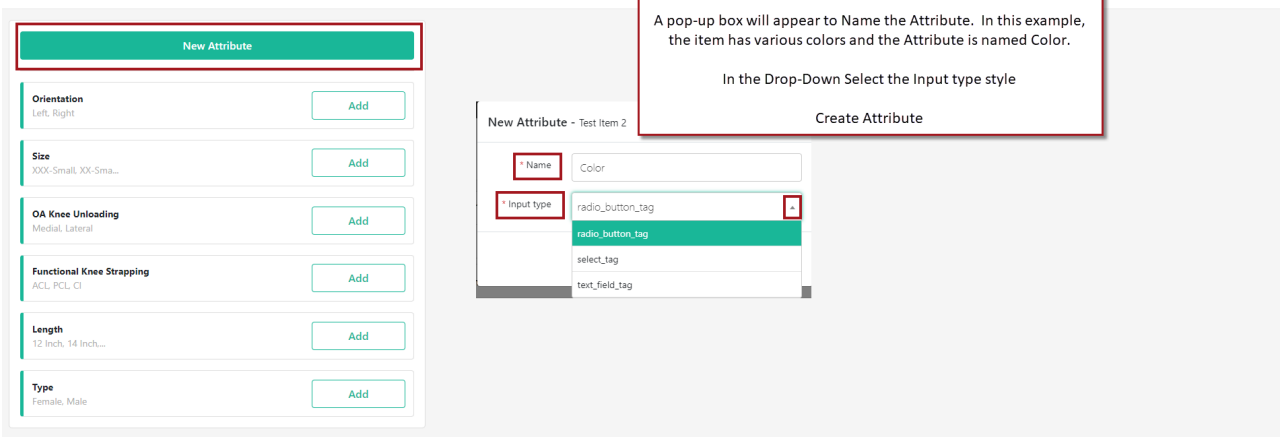
Attributes

Test Item 2



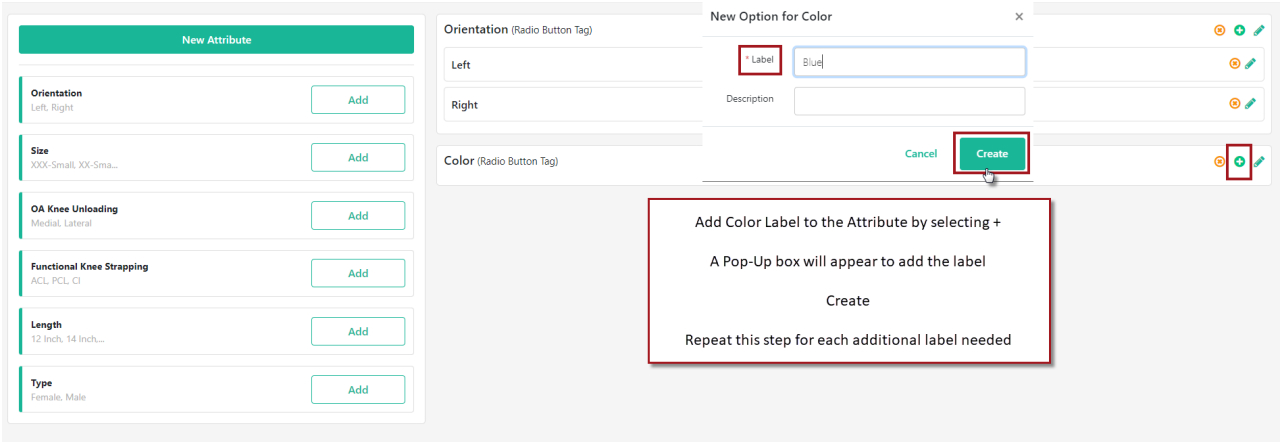
Attributes

Test Item 2



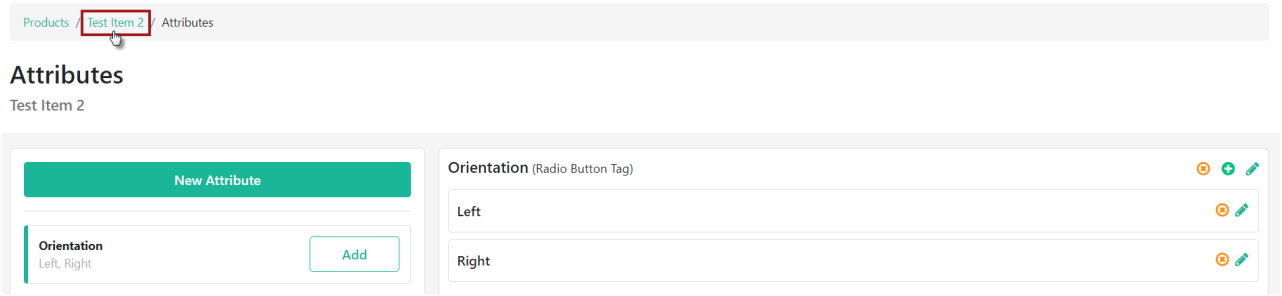
Attributes

Test Item 2

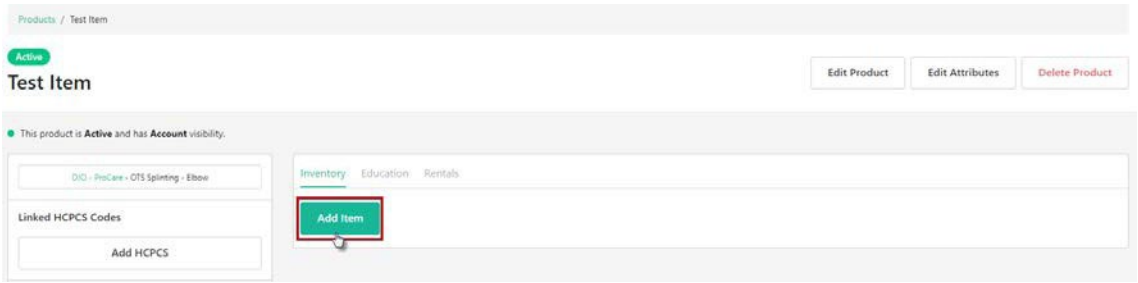


CREATE A NEW PRODUCT

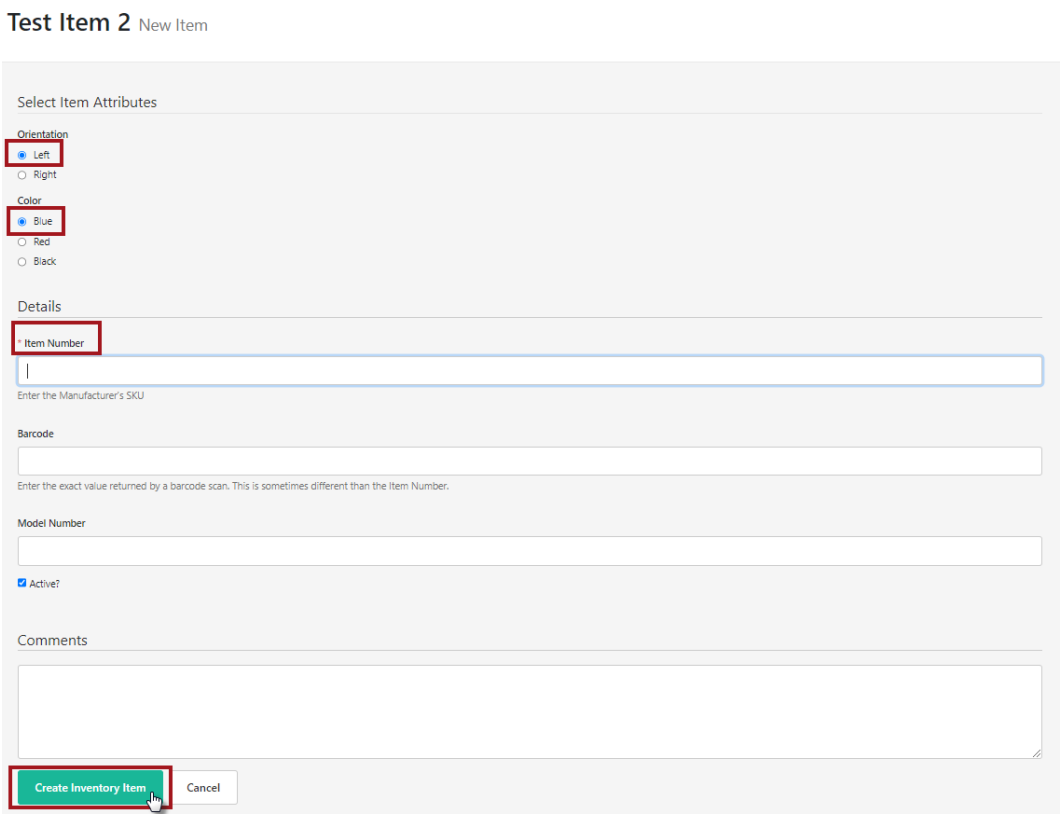
Navigate back to the NEW Product created after Attributes are set to complete the remaining step:



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

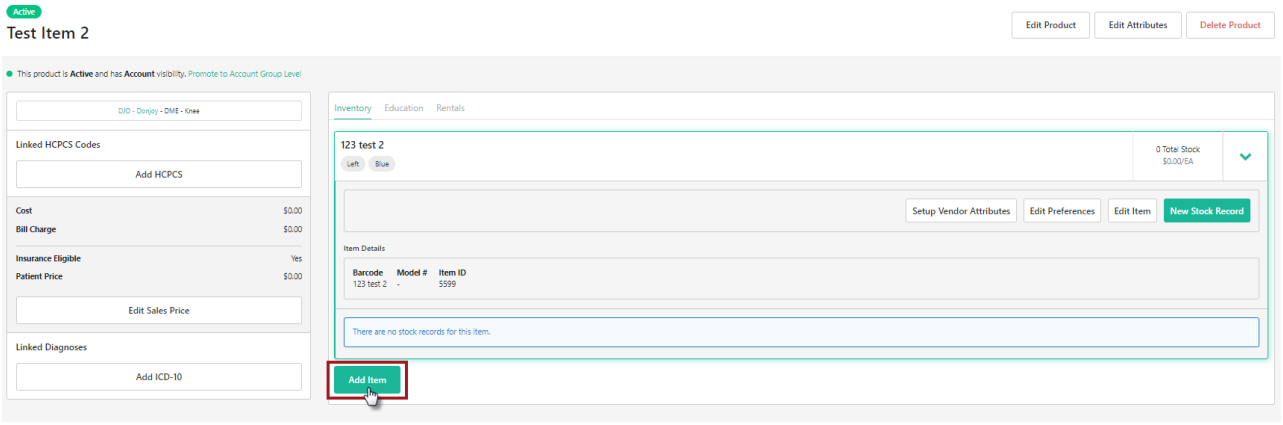


Assign Attributes and add Item Number then select **Create Inventory Item**:



CREATE A NEW PRODUCT

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



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.