

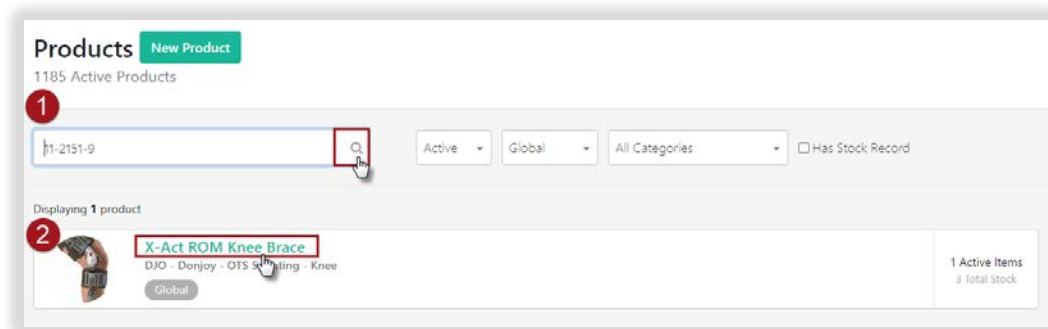
ASSIGNING INVENTORY ITEM PREFERENCES

A preference is assigned to a product at the Inventory Item/SKU level. The preference is utilized to set the dispensing and billing channel details for each SKU. The ability to edit and assign preferences is based on roles assigned. Follow the steps outlined below to set or edit preferences for a product(s):

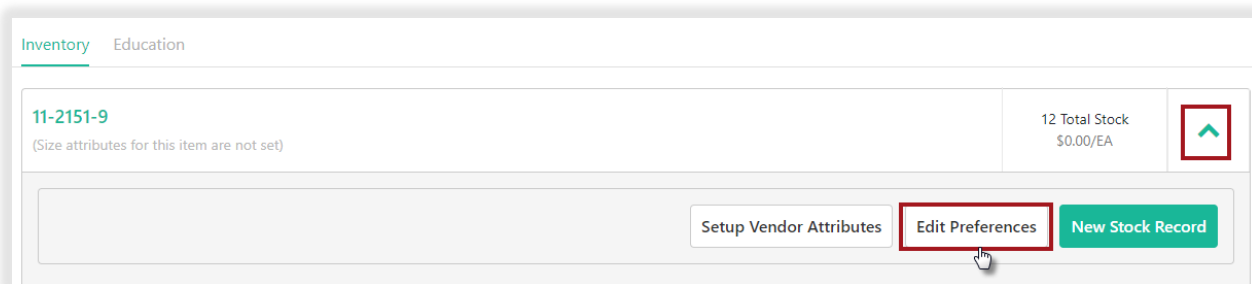
On the main navigation bar, select **Inventory** > **Products**:



Use the Search box to type in the product name or SKU and select the product from the list returned.



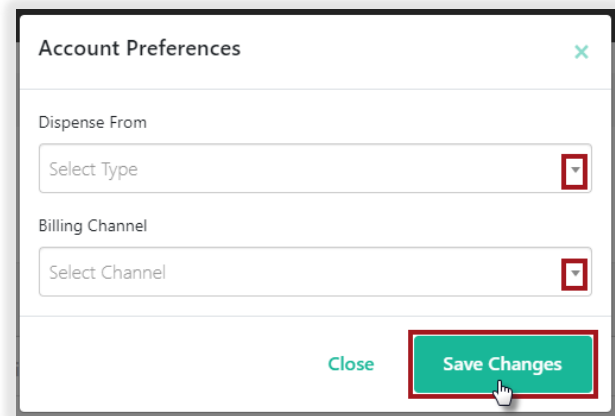
Once the Product has been selected, use the green down arrow to open additional options. Select **Edit Preferences** to initially set or edit existing preferences.



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A pop-up window will appear to set preference:

- Select **Dispense From** using the down arrow
- **Billing Channel**
- Select **Save Changes**



The image shows a pop-up window titled "Account Preferences" with a close button (X) in the top right corner. Inside the window, there are two sections: "Dispense From" and "Billing Channel". Each section has a text input field with a placeholder text "Select Type" and "Select Channel" respectively, and a small red square button with a white down arrow icon. At the bottom right of the window, there is a green button labeled "Save Changes" with a red border, and a "Close" link in green text to its left. A mouse cursor is pointing at the "Save Changes" button.

To update or add multiple preference, please utilize the reference guide, [Inventory Item Preferences Upload](#).