

Step by Step Guide: How to add a new product

If you are unable to find a specific product to create your recipes, you can quickly and simply add products to the system.

A quick fix for this is to add your new product into “Extras” when creating recipe. Alternatively you can follow these instructions for a more comprehensive and tidy approach.

How to add a single product to the system

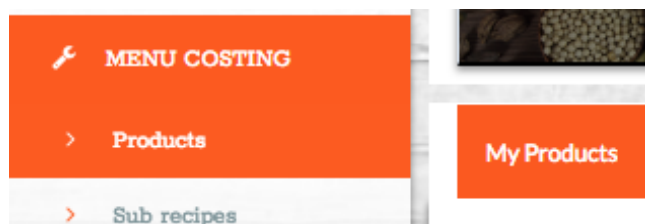
A product can be added to the existing supplier list by following these steps:

⇒ Click on “Create Product” on Dashboard



or

⇒ Click on “menu costing” / “products” / “my products”



⇒ Then click “Add New”



It will take you this form:

Basic details	Allergens	EPoS details
Name	<input type="text" value="Product name"/>	
Code	<input type="text" value="Product code"/>	
Supplier	<input type="text" value="Start to type a supplier"/>	
Category	<input type="text" value="-- Select a category --"/>	
Product type	<input type="text" value="No option selected ..."/>	
Price	<input type="text" value="£ Product price"/>	
Total UOM	<input type="text" value="Product Unit size"/>	<input type="text" value="-- Select a unit --"/>
Total units	<input type="text" value="Product secondary U"/>	<input type="text" value="-- Select a secondary unit --"/>
Net weight	<input type="text" value="Product net weight"/>	
Expiration date	<input type="text" value="Expiration date"/>	
Pack size	<input type="text" value="Product pack size"/>	<input type="text" value="-- Select a pack size unit --"/>
Split pack	<input type="checkbox"/>	
Tax class	<input type="text" value="-- Select a tax_class --"/>	
Note	<input type="text" value="Product note"/>	

Then fill in the following:

- ⇒ **Product name** - Supplier name of product
- ⇒ **Code** – Here you can just put in any code/ number that you want over 3 digits
- ⇒ **Supplier** - if you start to type in YCO it will drop down to show the supplier name of YCO 2019 additional product if you just click on this supplier name.

Supplier	<input type="text" value="YCO"/>
Category	<input type="text" value="-- Select a category --"/>

- ⇒ **Select a category** – Click on drop down and choose which category the product should go into.

Supplier	<input type="text" value="YCO 2019 additional product"/>
Category	<input type="text" value="-- Select a category --"/>
Revenue outlets	<input type="text" value="Bakery"/>
Product type	<input type="text" value="Dairy"/>

- ⇒ **Revenue outlets:** Just click Global: Outlet All
- ⇒ **Product Type:** Click Food
- ⇒ **Price** – Just put in a rough price (you are not being judged on costings)
- ⇒ **Total UOM/Select a unit** - choose the unit you are buying (kg. grm. Litre. Ml) NB try to always use weights and measure here.
- ⇒ **Total Units** – Ignore this
- ⇒ **Net weight** – Ignore this
- ⇒ **Expiration Date** - Ignore this
- ⇒ **Pack size** – Ignore this
- ⇒ **Split Pack** – Ignore this
- ⇒ **Tax class** – Ignore this
- ⇒ **Note** – Ignore this

Example below:

Basic details	Allergens	EPoS details
Name	Sumac	
Code	Sum1234	
Supplier	Q YCO 2019 additional product +	
Category	Dry store ▾	
Revenue outlets	GLOBAL: Outlet All ▾	
Product type	Food ▾	
Price	\$ 1.99	
Total UOM	1.0000	kilogram ▾
Total units	Product secondary L	-- Select a secondary unit -- ▾
Net weight	📏 Product net weight	
Expiration date	Expiration date	
Pack size	Product pack size	-- Select a pack size unit -- ▾
Split pack	<input type="checkbox"/>	
Tax class	Zero ▾	
Note	Product note	

Then click “Create”