

1 Navigate to Inventory & Open Add Inventory

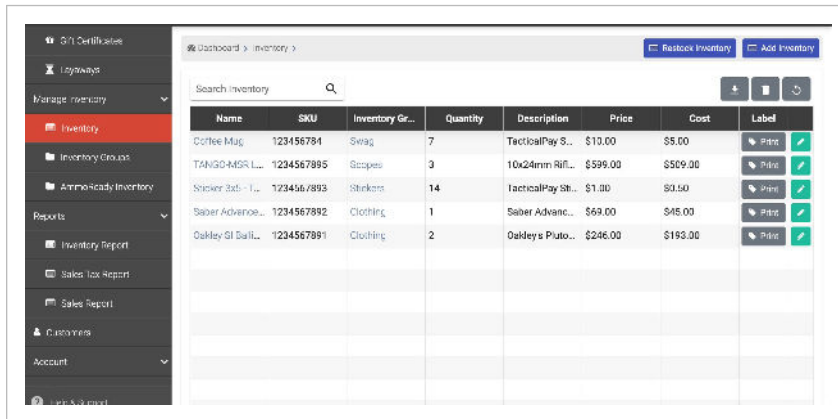


Fig. 1 — Inventory list; click Add Inventory (top-right) to begin.

In the left navigation panel select **Manage Inventory** → **Inventory**. Your current product list will display.

Click **Add Inventory** in the upper-right corner to open the entry form.

2 Complete the Add Inventory Form

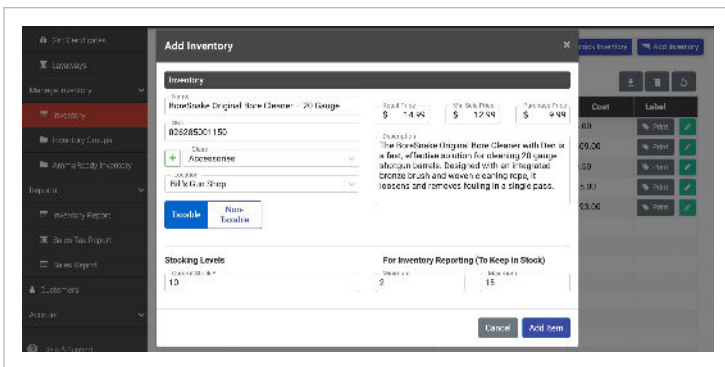


Fig. 2 — Add Inventory form. Click Add Item when complete.

Name	Full product name shown at checkout and on receipts.
SKU	Place cursor here, then scan the barcode — it auto-fills. Or type a custom SKU.
Class	Inventory group / category (Accessories, Clothing, Scopes, etc.).
Location	Store location where the item is stocked.
Taxable / Non-Taxable	Toggle whether sales tax applies at checkout.
Retail Price	Customer-facing selling price.
Min Sale Price	Floor price when applying discounts — protects margin.
Purchase Price	Your supplier cost; used for profit reporting.
Description	Product details shown in POS and on invoices.
Current Stock	Quantity being added now.
Min / Max	Restock thresholds; trigger low-stock alerts in reports.

3 Save — Click Add Item

Click **Add Item** at the bottom-right of the form. The product is saved and appears immediately at the top of your inventory list. Use the green **pencil icon** on its row to make any corrections.

4 Confirm Item in Inventory List

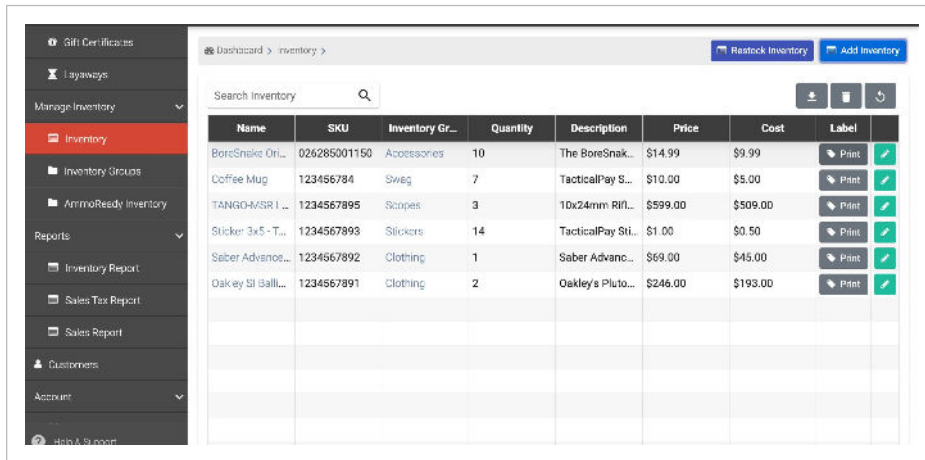


Fig. 3 — New item now appears at the top of the inventory list.

Verify that the new item's **Name, SKU, Inventory Group, Quantity, Price, and Cost** columns are all correct.

Edit anytime with the green **pencil icon** to the right of any row.

5 Print a Barcode Label (If No Pre-Printed Barcode)

From the Inventory list, click the grey **Print** button on the product's row to generate a scannable label. Affix it to the product before shelving. Products that already carry a manufacturer UPC/EAN barcode do not need a printed label.

6 Ring Up a Customer at Checkout

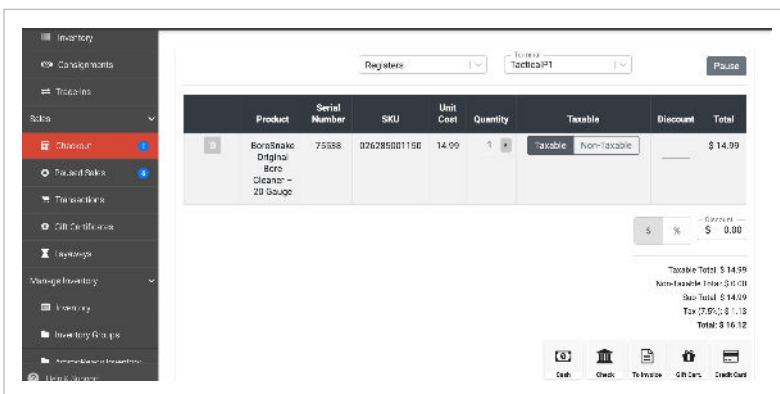


Fig. 4 — Checkout view with item scanned into cart.

Go to **Sales** → **Checkout**. Scan the barcode (manufacturer's or your printed label) — the item loads into the cart automatically.

Product	Item name from inventory.
Serial No.	Auto-assigned or manually entered for serialized items.
SKU	Matched from the scanned barcode.
Unit Cost	Retail price pulled from inventory.
Quantity	Adjust with the arrow if selling multiples.
Taxable	Toggle for tax-exempt transactions.
Discount	Enter \$ or % off if applicable.

The summary panel shows Taxable Total, Sub Total, Tax, and final **Total**. Select **Cash, Check, Credit Card, Gift Cert., or To Invoice** to complete the sale.

Tip: Prefer searching by name over scanning? Go to **Products** → **Inventory** from the Sales section, search or filter by inventory group, then click **Add** to place items in the cart without a barcode scanner.