

Adding Kits (Gift Basket)

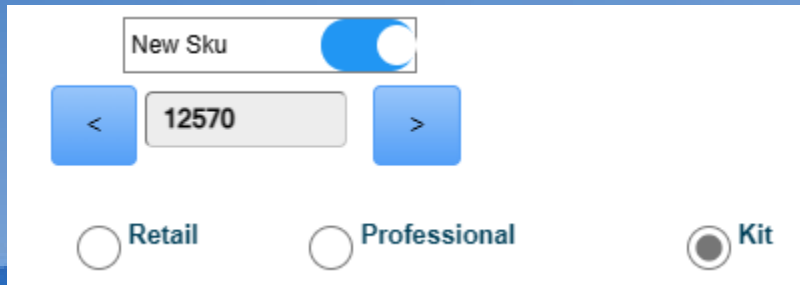
1. From the main screen, click the Inventory button.

The screenshot shows the main menu with buttons for Book, Clients, Inventory (highlighted in pink), Reports, Payroll, Messages, and Online. Below the menu is the INVENTORY window. At the top of the window is a search bar with the text "Enter SKU number or check Next to get the next available SKU number." Below the search bar are several buttons: "New Sku" (with a toggle switch), "Look-Up", "Activity", "Sell Online", "Sales Tax", "DARCI", and "Save". Below these buttons are three radio buttons for "Retail", "Professional", and "Kit". The form contains various input fields for "Product Description", "Manufacturer", "Category", "Group", and "Vendor Name". It also has fields for "Sell Price", "Cost Price", "Best Price", "Parts", "Unit of Meas", "UPC Code", "Best Qty", "Vendor Order No.", "Min", "Max", "Order in Qtys of", "Last Ordered", "On PO #", and "Average Cost". At the bottom right, there is an "Inventory Date" section with a table of input fields for "Begin Qty", "Received", "Sold", "Returned", "Adjusted", and "Ending QOH".

2. In the top left, click 'New SKU.' SKUs are auto-assigned by the software in increments of ten. Do not manually type in a SKU number.

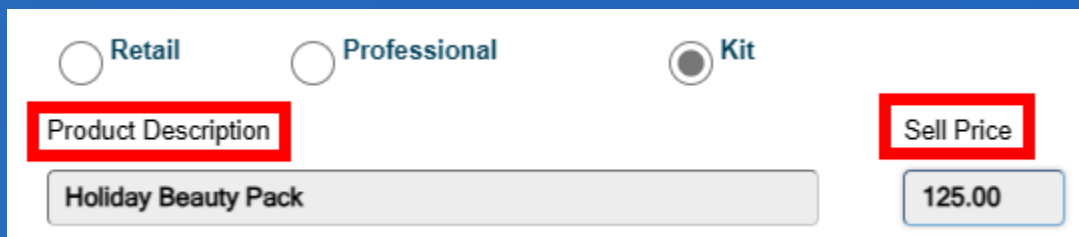
This is a close-up screenshot of the INVENTORY window. The search bar at the top contains the text "Enter SKU number or check Next to get the next available SKU number." Below the search bar, the "New Sku" button with its toggle switch is highlighted with a red rectangle. To the right of the "New Sku" button is the "Look-Up" button. Below these buttons are three radio buttons for "Retail", "Professional", and "Kit".

3. Select the type of product this is. Retail, Professional or Kit. Kits are multiple products that make up one package, such as a gift basket. In this example we will choose Kit.



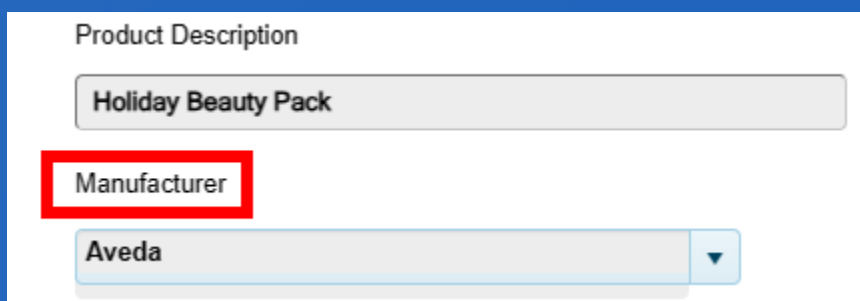
The screenshot shows a form with a 'New Sku' toggle switch that is turned on. Below it is a numeric input field containing '12570' with left and right arrow buttons. At the bottom, there are three radio button options: 'Retail', 'Professional', and 'Kit'. The 'Kit' option is selected.

4. Enter the name of the Kit in the 'Product Description' field as well as how much you will be selling this Kit for into the 'Sell Price' field.



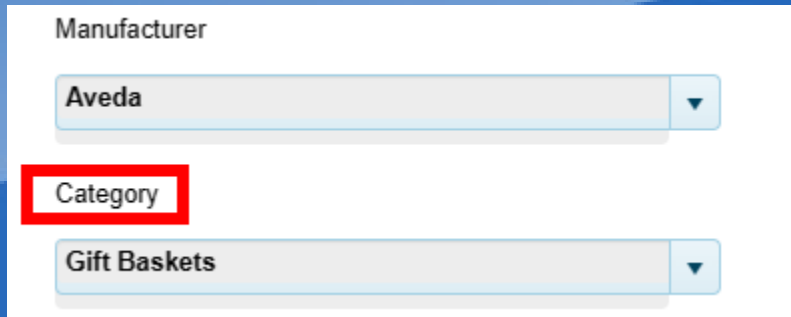
The screenshot shows the same form as above, but with the 'Product Description' and 'Sell Price' fields highlighted in red. The 'Product Description' field contains 'Holiday Beauty Pack' and the 'Sell Price' field contains '125.00'. The 'Kit' radio button remains selected.

5. Type in the name of the Manufacturer for this product and click 'Enter' on your keyboard. If this Manufacturer has been previously entered, it will appear in the drop-down list to be selected. Often times Kits consist of products from multiple different manufacturers. In that instance you can enter something generic such as 'Miscellaneous' as the manufacturer.



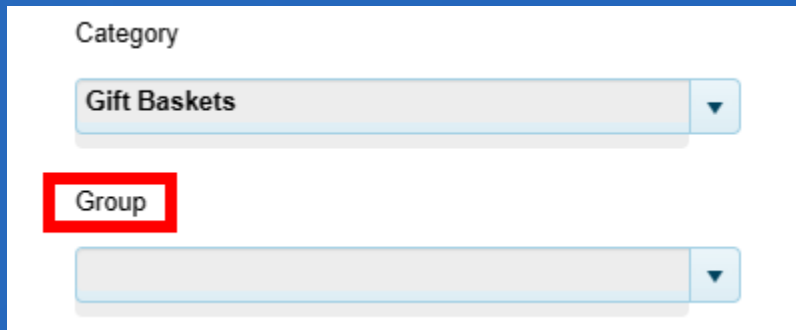
The screenshot shows the 'Product Description' field with 'Holiday Beauty Pack' and the 'Manufacturer' dropdown menu with 'Aveda' selected. The 'Manufacturer' label is highlighted in red.

6. Enter the name of the Category for this product. You can choose to be more generic (i.e. Gift Basket) or more specific (i.e. Hair Care Kit). Once again, if the category was previously entered you can choose it from the dropdown, otherwise type it in and click 'Enter' on your keyboard.



The screenshot shows a form with two dropdown menus. The first dropdown is labeled 'Manufacturer' and has 'Aveda' selected. The second dropdown is labeled 'Category' and has 'Gift Baskets' selected. The 'Category' label is highlighted with a red rectangular box.

7. Groups are essentially another layer of categories. If you decide to in fact, be more specific in your categories, you can create a more generic 'Group' that consists of multiple categories. You will be able to run reports of this Group if you choose to use it but it is not a necessary field so in this example, we will leave it blank.



The screenshot shows a form with two dropdown menus. The first dropdown is labeled 'Category' and has 'Gift Baskets' selected. The second dropdown is labeled 'Group' and is currently blank. The 'Group' label is highlighted with a red rectangular box.

8. Because Kits consist of other products, you must have already entered those individual products into the software. In this section, type in the SKU number of an existing product. This will auto populate the Product Description, QTY and Cost. If this Kit consists of more than one quantity for an individual product, you can type in a new number into the QTY field. That will auto-update the 'Cost' field. Repeat these steps for however many products that make up this Kit.

SKU No.	PRODUCT DESCRIPTION	QTY	COST
2460	Invati Advanced Scalp Revitalizer	1	25.00
1840	Damage Remedy Daily Hair Repair	1	50.00
12560	Botanical Repair Strengthening Treatm..	1	25.00
1400	Be Curly Style-Prep	1	25.00
Total Cost			125.00

9. Lastly, click the 'Add' button.

NEW

New Stu

Look-Up

Activity

Sell Online

Sales Tax

DARCI

Add

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>

Retail
 Professional
 Kit

Product Description <input style="width: 100%;" type="text" value="Holiday Beauty Pack"/>	Sell Price <input style="width: 100%;" type="text" value="125.00"/>	SKU No. <input style="width: 100%;" type="text" value="2460"/> <input style="width: 100%;" type="text" value="1840"/> <input style="width: 100%;" type="text" value="12560"/> <input style="width: 100%;" type="text" value="1400"/>	PRODUCT DESCRIPTION <input style="width: 100%;" type="text" value="Invati Advanced Scalp Revitalizer"/> <input style="width: 100%;" type="text" value="Damage Remedy Daily Hair Repair"/> <input style="width: 100%;" type="text" value="Botanical Repair Strengthening Treatm.."/> <input style="width: 100%;" type="text" value="Be Curly Style-Prep"/>	QTY <input style="width: 100%;" type="text" value="1"/> <input style="width: 100%;" type="text" value="1"/> <input style="width: 100%;" type="text" value="1"/> <input style="width: 100%;" type="text" value="1"/>	COST <input style="width: 100%;" type="text" value="25.00"/> <input style="width: 100%;" type="text" value="50.00"/> <input style="width: 100%;" type="text" value="25.00"/> <input style="width: 100%;" type="text" value="25.00"/>
Manufacturer <input style="width: 100%;" type="text" value="Aveda"/>					
Category					