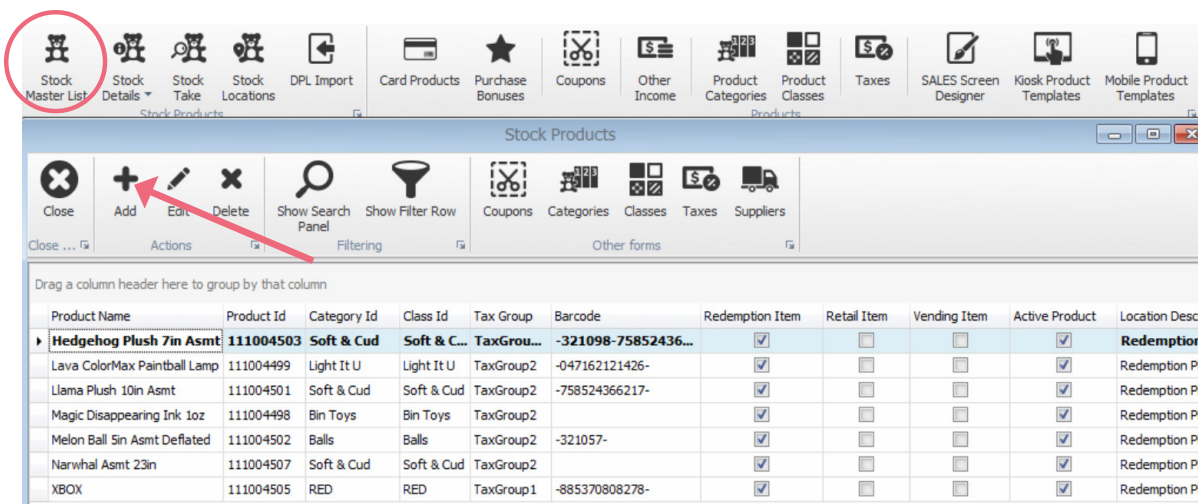


How to add an item into inventory

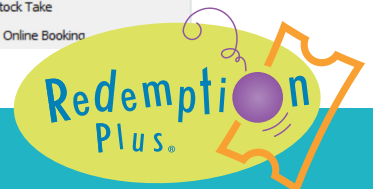
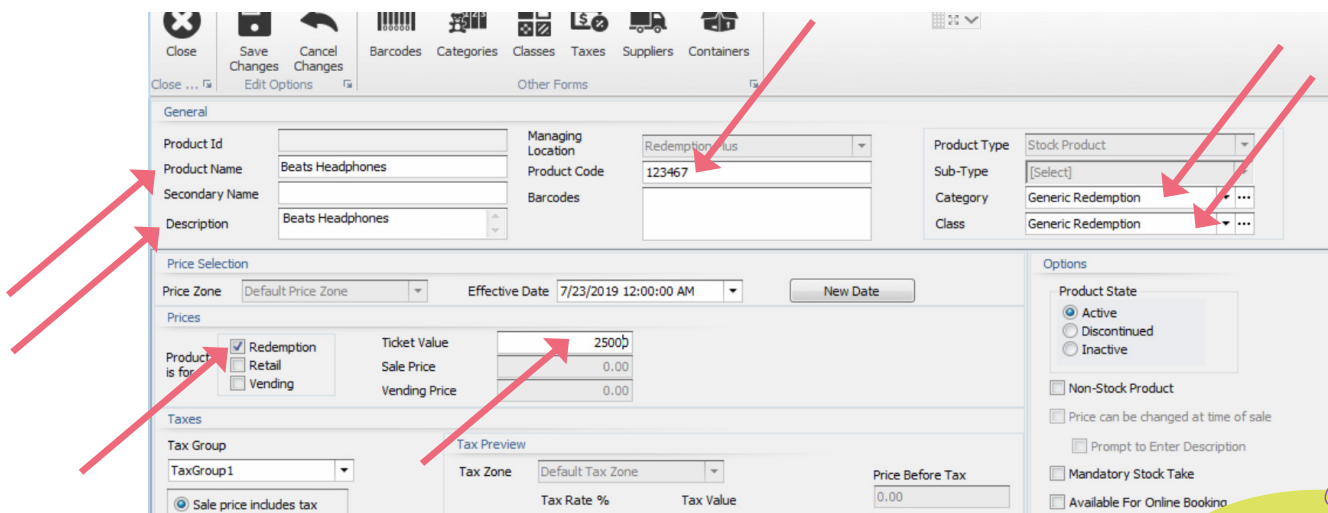
Embed Toolkit v7

* If you are purchasing an item locally or from a supplier that does not offer a DPL (Digital Packing List), you must manually add the item into your inventory.

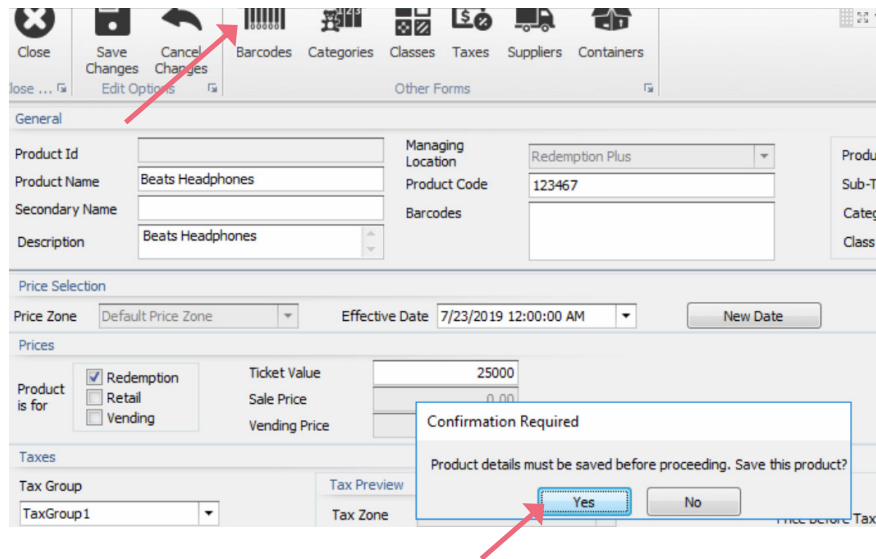
1 | Start in the Stock Master List, and then click Add.



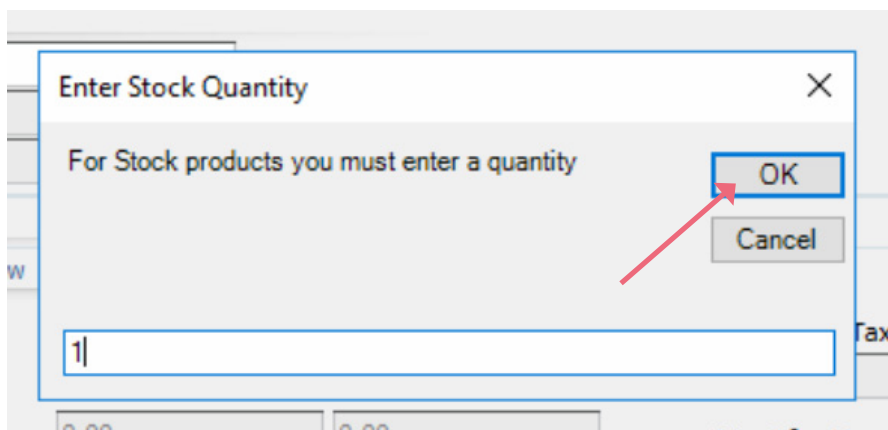
2 | Type in your Product Name, Description and Product Code. Next, select your Category and Class and enter in your ticket value (calculated through your currency exchange).



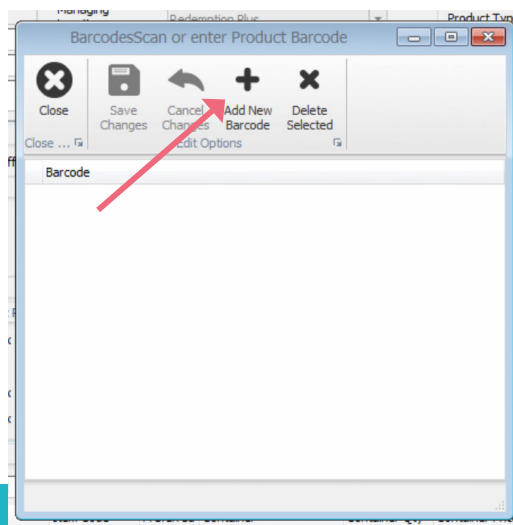
3 | Select Barcodes, which will prompt you to save your changes. Click Yes.



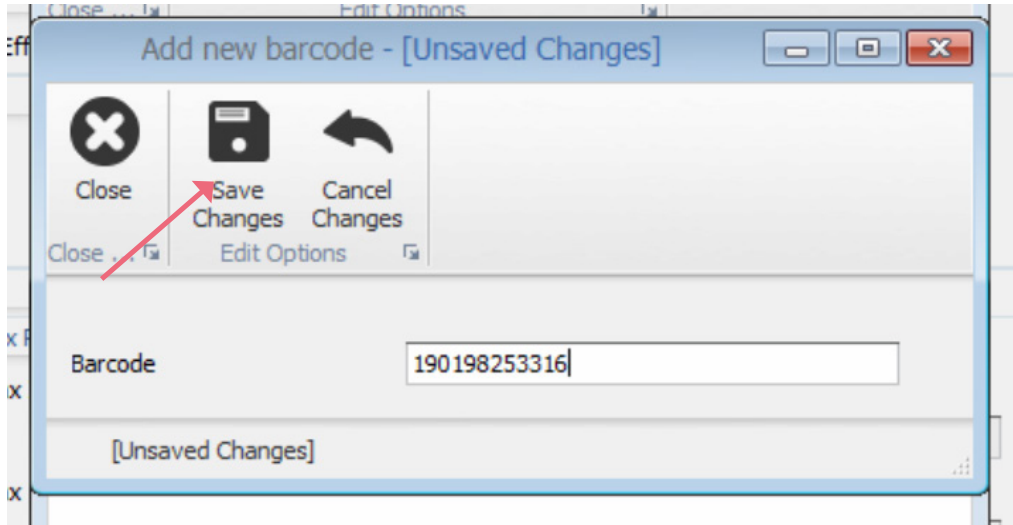
4 | Enter a quantity number and click OK.



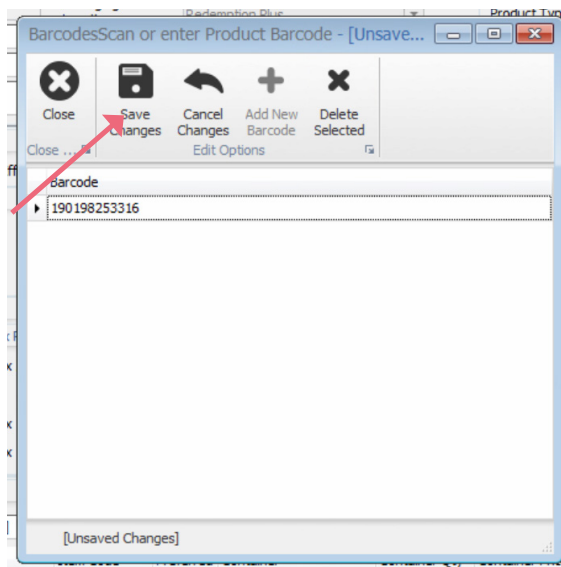
5 | Select Add New Barcode.



6 | Type in the barcode from the product and Save Changes. Close.



7 | Save Changes. Close.



8 | Save Changes to the item and close. Now, you can scan out this item when a guest is ready to redeem!

