

Inventory Setup

Description	This Screen is used to add inventory. When your retail store purchases products, you need to add them into the system.
Location	Admin>Setup>Inventory Setup
Function	<ol style="list-style-type: none"> ① This will search information for all saved products. ② This will delete selected information. ③ Save new information before you close. ④ This will exit from the Cell.O program. ⑤ This will close the current screen. ⑥ Search saved product information. ⑦ List of all saved products. ⑧ Input quality and purchased price of product. ⑨ Use Barcode Scanner to input ESN number. You need to select this box to activate scanner. ⑩ Once you scan ESN number, it will show in this field. Save it ③.
Note	<p>-When you scan a product's barcode, you need to click ESN box.</p> <p>-To add new inventory, you need to add information of the new product from Product Setup. (See Page 21~22)</p>

Add New Inventory

1. You need a Bar Code Scanner in order to add inventory.
Note: In order to add inventory, you have to input product information from Product Setup first.
2. Scan product's **UPC code** or Type specific **Product Name** and click **Search**① to find accurate search results. You may also click **Search**① without typing in the **Product Name** or **Type** to find all product information.
3. Once you click **Product Name** and highlight it, go to the **Insert ESN** field.
4. Input **Quantity** of product you purchased ⑧.
5. Input **Bought Price** ⑧.
6. Click **ESN Column**⑨ and with your Bar Code Scanner, scan your product barcode or UPC code.
7. You will see added inventory status from **Field**⑩.
8. When you are done, click **Save**③.