



## CATEGORY

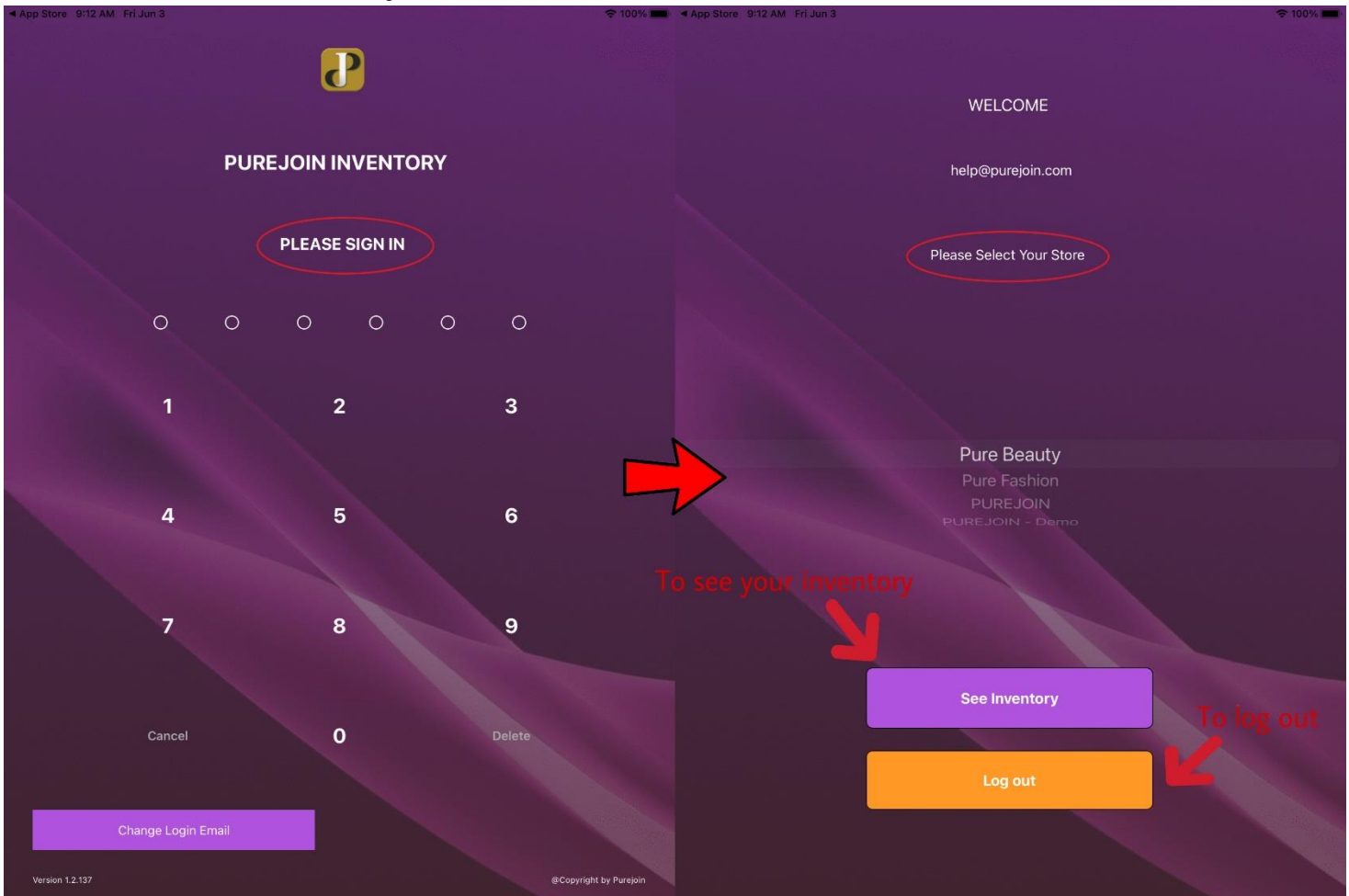
- Inventory Management

## ► PUREJOIN Inventory Guide

**Step 1: Download PUREJOIN INVENTORY**  
from App Store.



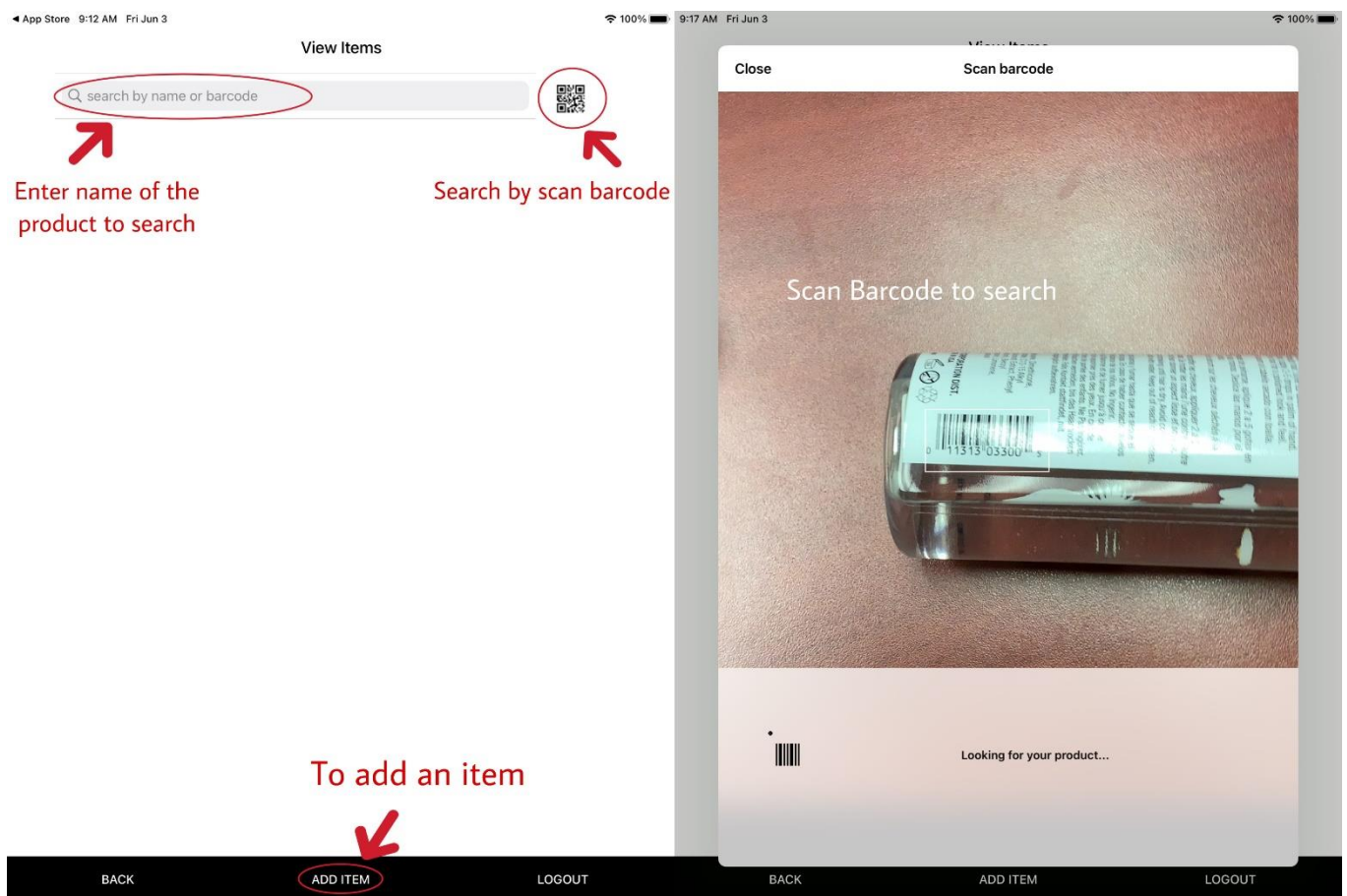
**Step 2: Sign in** with your Password code and **Select your store** →  
**See Inventory.**



## ► To search items:

There are 2 ways:

- Enter name of the product.
- Scan product barcode.



## ► Add or Edit an Item:

- Barcode** – Product barcode.
- Item Name** – Name of product.
- Adjust **Price, Cost, Margin** by enter the number in each box.
- On hand Quantity** – Current Quantiy in Inventory (editable)
- On Sale** – To put product on sale, enter **Sale Price** and select **Sale Start** day – **Sale End** day.
- As a master** – Turn on to sell as a pack → Enter **quantity of product per pack** → Enter **Master name**.
- Price must be Entered** – Turn on/ off manual enter price when checkout.

9:41 AM Fri Jun 3 100%

### Edit Item

**Barcode**  Product barcode

**Item Name**  Name of product

| Price   | Cost                              | Margin (%)                          |
|---|-----------------------------------|-------------------------------------|
| <input type="text" value="2.39"/> <span style="float: right;">Adjust price</span> | <input type="text" value="0.00"/> | <input type="text" value="100.00"/> |
| Price Level A   | Price Level B                     | Price Level C                       |
| <input type="text" value="0.00"/>   | <input type="text" value="0.00"/> | <input type="text" value="0.00"/>   |

**On hand Quantity**  Edit quantity

**On Sale** Add Sale Price to put product on sale

No Sale  On Sale Sale Price

**Sale Start**

Month:  Year:

**Sale End**

Month:  Year:

**As a Master** Turn on as a master product (sale by pack)

OFF  ON Quantity per pack

**Master Name**

Turn on/ off manual enter price when check out

Price must be Entered  OFF  ON

**Non Taxable**  OFF  ON

**BACK** **UPDATE** **PRINT**

- Non Taxable** – Turn on if this is a non-taxable product.

10:00 AM Fri Jun 3 98%

**Add Product Description**

SubDescription1

SubDescription2

SubDescription3

**Supplier**  Edit Add or Edit Supplier/ Primary Supplier

N/A +  
BEE SALES

- SubDescription** – Enter Description (if yes).

- Supplier:**
  - To add a Supplier: **Select name of supplier** → **Select +**

- To delete a Supplier: **Edit** → **Select a supplier** → **Swipe from right to left** → **Delete**
- The first supplier in the list is the **Primary Supplier**.

11. **Category** – Choose a group for product.

12. **SubCategory** – Choose a second group for product.

13. **Discount Scheme:**

○ To add a discount scheme: **Select** 🔍 → Choose the Discount scheme.

○ To delete a discount scheme: **Select** 🗑️ .

14. **Not Discountable** – Turn on if the product is not discountable.

15. **Alias** – secondary barcode that is associated to an item.

○ To add Alias Barcode: Edit → Scan barcode or enter number → Add.

16. **Label Type:**

- **Basic** – Only product information.
- **Display StoreName** – Store name on top of the label.
- **Copies** – Select quantity of label will print out.
- **TOP Margin** and **LEFT Margin** – Adjust margin label.

17. **Connect Printer IP** – Matching IP Address → Print.

18. Select **Update** to save information.

The screenshot shows a mobile application interface for editing a product label. At the top, there are dropdown menus for 'Category' (N/A 1111) and 'SubCategory' (N/A 1111). Below these is a 'Discount Scheme' section with a search icon and a trash icon, and a 'Not Discountable' toggle set to 'OFF'. An 'Alias' field contains the number '0' with an 'Edit' button. The 'Label Type' section has two options: 'Basic' and 'Display StoreName' (selected). A 'Copies' field is set to '1'. Below this is a 'CONNECT PRINTER IP' section with a refresh icon. A 'Label display' preview shows a QR code, a barcode, and the price '\$2.39'. To the right of the preview are 'TOP Margin' and 'LEFT Margin' controls, both set to '0', and a 'Reset Printer' button. At the bottom, there are three buttons: 'BACK', 'UPDATE' (circled in red), and 'PRINT'.