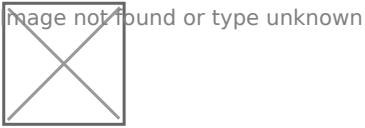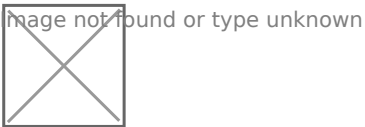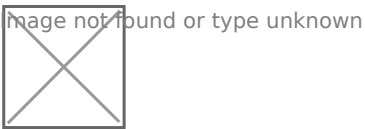# Create a Product

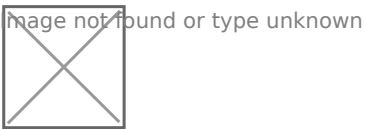1. Click the "+" icon from the Product Range where you want to the create the Product

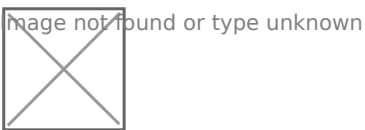2. Complete the required fields

3. Add the purchase cost and sale price of the product
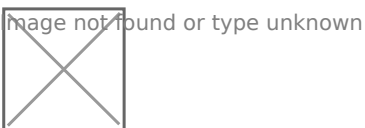

4. Complete the specific fields as required.

5. Click "SUBMIT"

6. To view or amend the product click the view icon

Tip! You can quickly change the status of a product from Active/Inactive by clicking the switcher.