

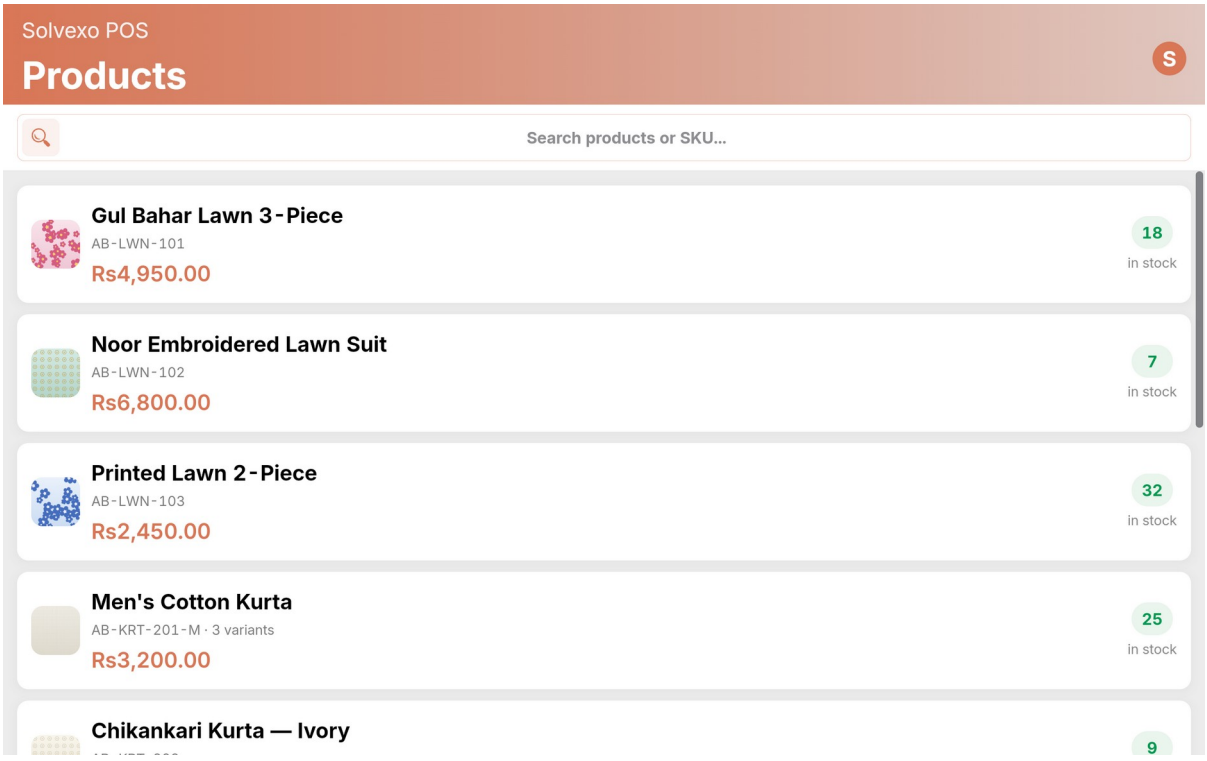
Chapter 8: Products and stock

Your products and stock are shared with your online store. A sale in the shop takes stock from the same number your website shows, so you don't have to keep two counts.

Screen 8.1: Products

Use case: look up a product's price and stock while serving a customer.

Who: everyone. Open it from **Stock → Products**.



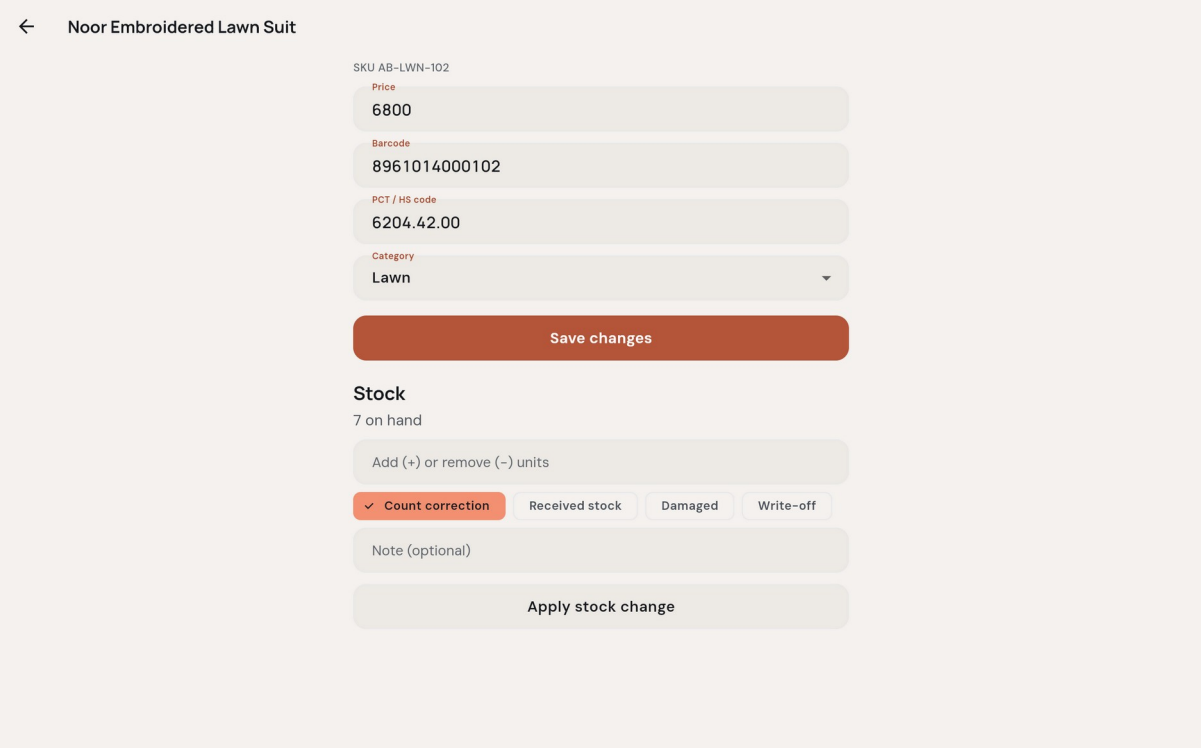
Products list with prices and in-stock badges

Search by name or SKU. Each product shows its price and stock: a number, **unlimited**, or **out of stock**. This screen is view only.

Screen 8.2: Catalog (change price, barcode or category)

Use case: fix a price, add a barcode, set the HS code or category, or add stock you received.

Who: managers (anyone else needs a manager to approve each change). Open it from **More → Catalog**.



Catalog item with Price, Barcode, PCT / HS code and Category, and the Stock section

1. Search for the item and tap it.
2. Change the **Price**, **Barcode**, **PCT / HS code** or **Category**, then tap **Save changes**.
3. To add or remove stock, type the number of units in **Add (+) or remove (-) units** (for example 10 or -2), choose a reason (**Received stock**, **Count correction**, **Damaged** or **Write-off**) and tap **Apply stock change**.

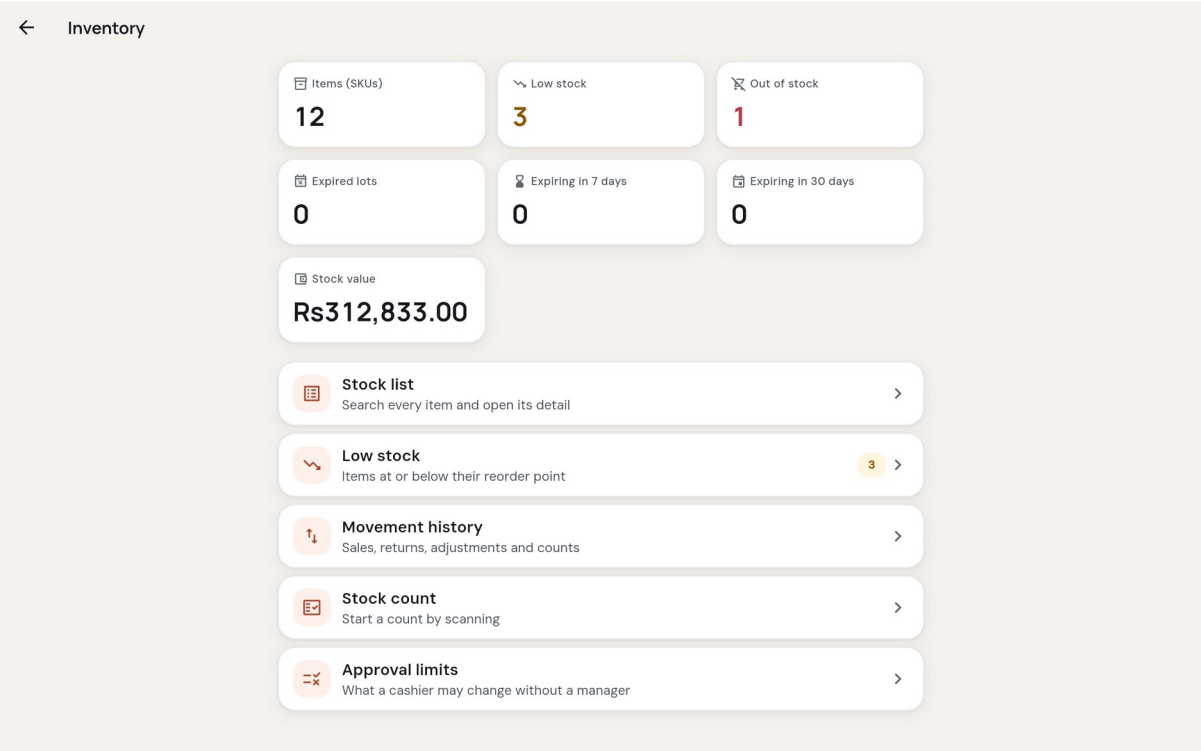
What you'll see: "Saved." or "Stock updated."

> Note: price changes apply to the product everywhere, including your online store.

Screen 8.3: Inventory overview

Use case: see the health of your stock at a glance.

Who: everyone; managers also see stock value, history and approval limits. Open it from **More → Inventory** (managers) or **More → Stock** (cashiers).



Inventory overview with Items, Low stock, Out of stock and expiry tiles

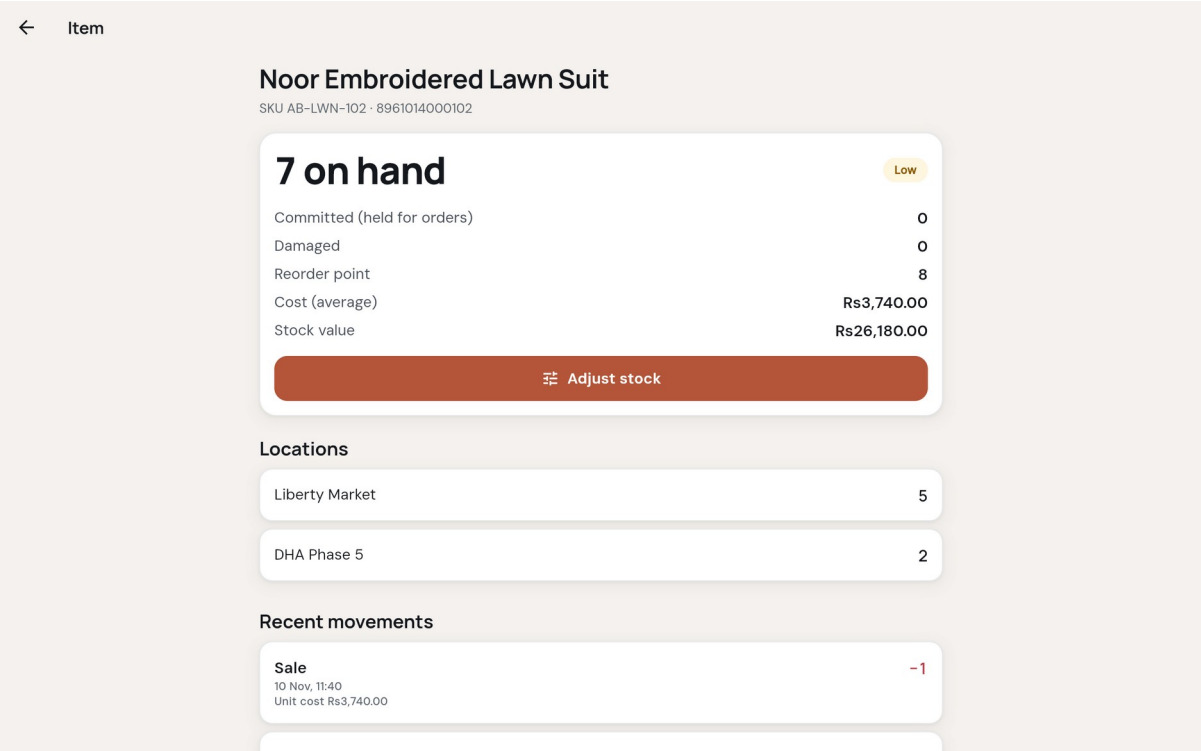
The tiles show **Items (SKUs)**, **Low stock**, **Out of stock**, expired and soon-to-expire lots, and (for managers) **Stock value**. Below are **Stock list**, **Low stock**, **Movement history**, **Stock count** and **Approval limits**.

> Tip: **Low stock** lists the items at or below their reorder point. Check it every morning.

Screen 8.4: Stock list and item detail

Use case: find one item and see exactly how much you have.

Who: everyone.



Item detail with on hand, committed, damaged, locations and recent movements

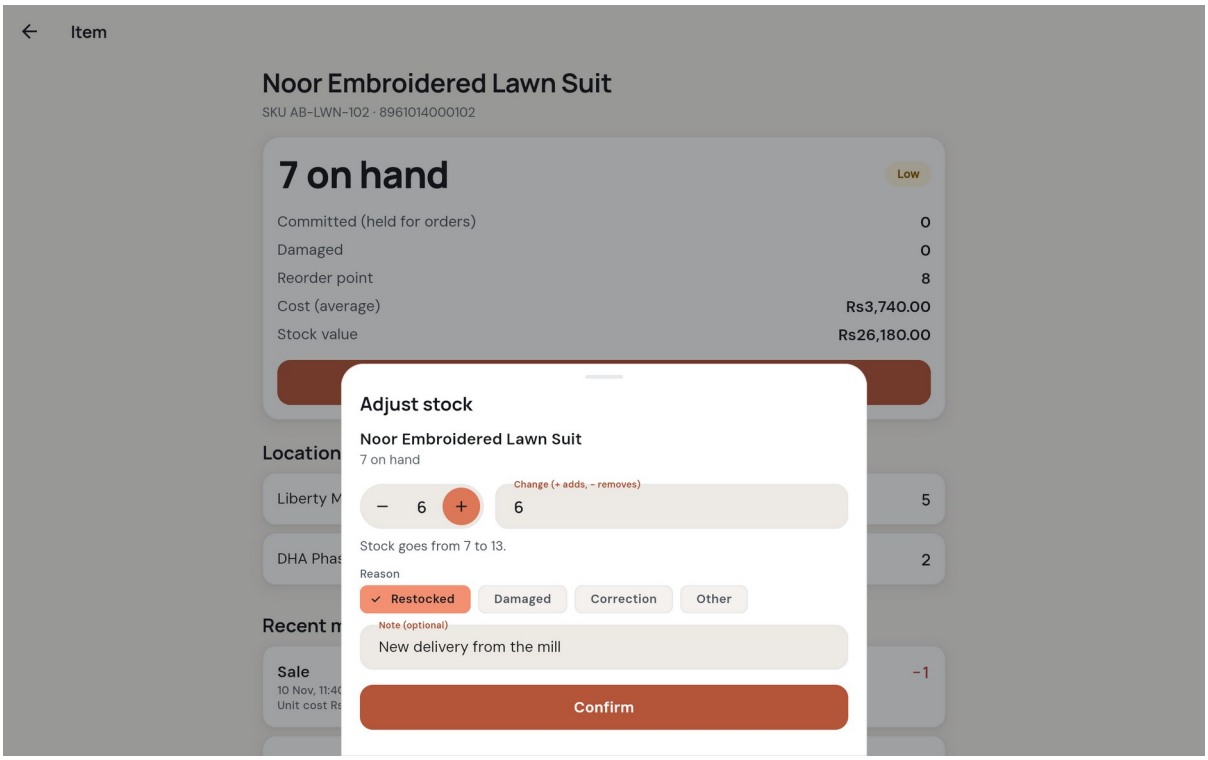
1. Tap **Stock list** and search by name, SKU or barcode. Use the chips **All**, **Low**, **Out** and **Expiring** to filter.
2. Tap an item.

The item shows how many are **on hand**, how many are **Committed (held for orders)**, how many are **Damaged**, and, for managers, the cost, stock value and **Recent movements**.

Screen 8.5: Adjust stock

Use case: correct the stock of one item, for example after a delivery or when you find damaged stock.

Who: everyone. A cashier can change up to 5 units (or 20 in cost value) alone; more needs a manager's approval.



Adjust stock with the change stepper, the reasons and Confirm

1. On the item, tap **Adjust stock**.
2. Use **+** and **−** (or type) to set the change: positive adds, negative removes.
3. Choose the **Reason**: **Restocked**, **Damaged**, **Correction** or **Other** (Other needs a note).
4. Tap **Confirm**. If a manager is asked for, they approve with their email and PIN.

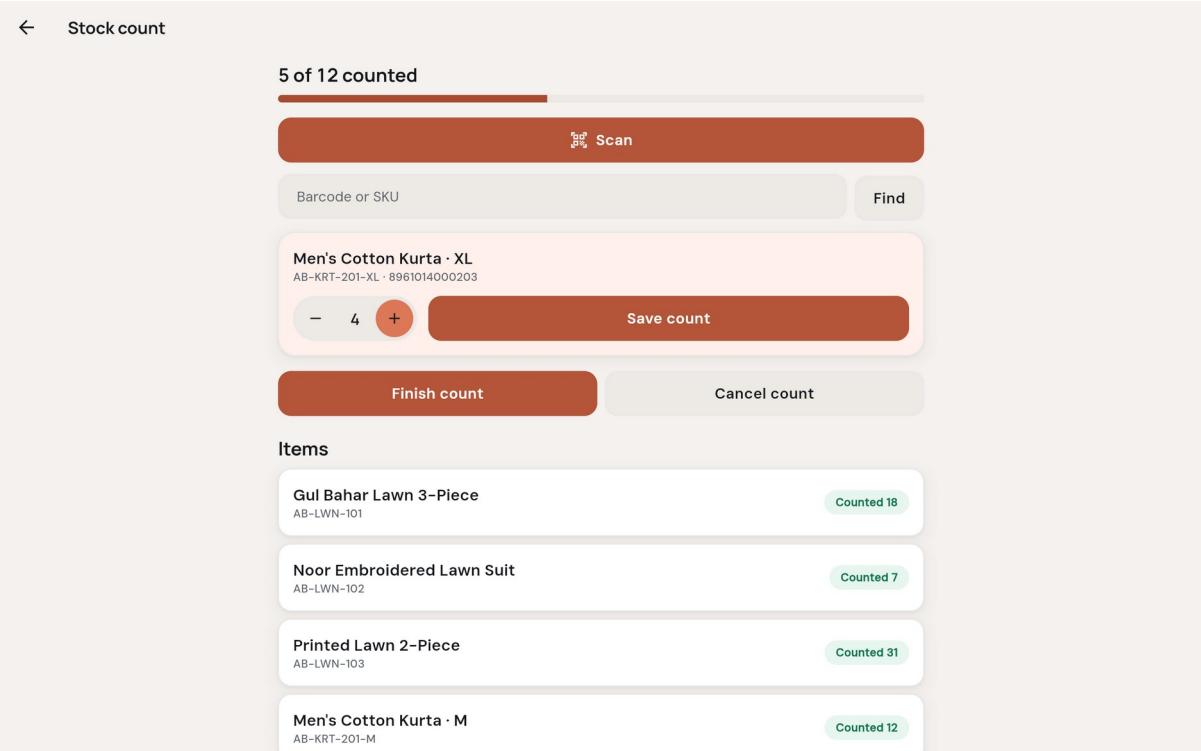
What you'll see: the item with its new quantity. The app first shows "Stock goes from X to Y" so you can check before confirming.

> Note: **Damaged** moves units to the damaged pool; it doesn't add them to sellable stock. Adjusting needs internet.

Screen 8.6: Stock count

Use case: count everything on the shelves and correct the system in one go, for example at the end of the month.

Who: a manager starts and finishes the count; anyone can enter counted quantities while it is open.



Stock count in progress with Scan, Barcode or SKU, the counted items and Finish count

1. Open **Inventory → Stock count** and tap **Start a count** (manager).
2. For each item: tap **Scan** (or type the **Barcode or SKU** and tap **Find**, or tap the item in the list), set how many you see, and tap **Save count**.
3. When done, tap **Finish count**. Check the list of changes (**System X → Counted Y**) and tap **Finish count** again.

What you'll see: Count finished, with how many items were adjusted to the counted quantity. Items you didn't count are left as they were.

> Note: counting needs internet. Only one count can be open at a time. To throw a count away without changing stock, tap **Cancel count**.

باب 8: مصنوعات اور اسٹاک

آپ کی مصنوعات اور اسٹاک آن لائن اسٹور کے ساتھ مشترک ہیں؛ دکان کی فروخت اسی اسٹاک سے کم ہوتی ہے جو ویب سائٹ پر نظر آتا ہے۔

8.1: اسکرین Products — Stock → Products میں کسی پروڈکٹ کی قیمت اور اسٹاک دیکھیں۔ یہ صرف دیکھنے کے لیے ہے۔

8.2: اسکرین Catalog — مینیجر **More → Catalog** میں **Price**، **Barcode**، **PCT / HS code** یا **Category** بدل کر **Save changes** دبائیے۔ اسٹاک بڑھانے یا کم کرنے کے لیے **Add (+) or remove (-) units** میں تعداد لکھیں، وجہ (مثلاً **Received stock**) چنیں اور **Apply stock change**۔ قیمت کی تبدیلی آن لائن اسٹور پر بھی لاگو ہوتی ہے۔

8.3: اسکرین Inventory — Items، **Low stock**، **Out of stock** اور ختم ہونے والے اسٹاک کا خلاصہ۔ روزانہ **Low stock** دیکھیں۔

اسکرین 8.4: **Stock list** اور آئٹم — آئٹم تلاش کر کے کھولیں: کتنا موجود ہے (**on hand**)، کتنا آرڈرز کے لیے رکا ہوا ہے اور کتنا خراب ہے۔

اسکرین 8.5: **Adjust stock** — **Adjust stock** دبائیں، + یا − سے تبدیلی لکھیں، **Reason** چنیں اور **Confirm**۔ کیشیئر 5 یونٹ تک خود بدل سکتا ہے، اس سے زیادہ پر مینیجر کی منظوری چاہیے۔

اسکرین 8.6: **Stock count** — مینیجر **Start a count** دبائے۔ ہر آئٹم کو **Scan** کریں، گنتی لکھیں اور **Save count**۔ آخر میں **Finish count** دبا کر تبدیلیاں دیکھیں اور دوبارہ **Finish count**۔ جو آئٹم نہیں گنے گئے وہ ویسے ہی رہتے ہیں۔