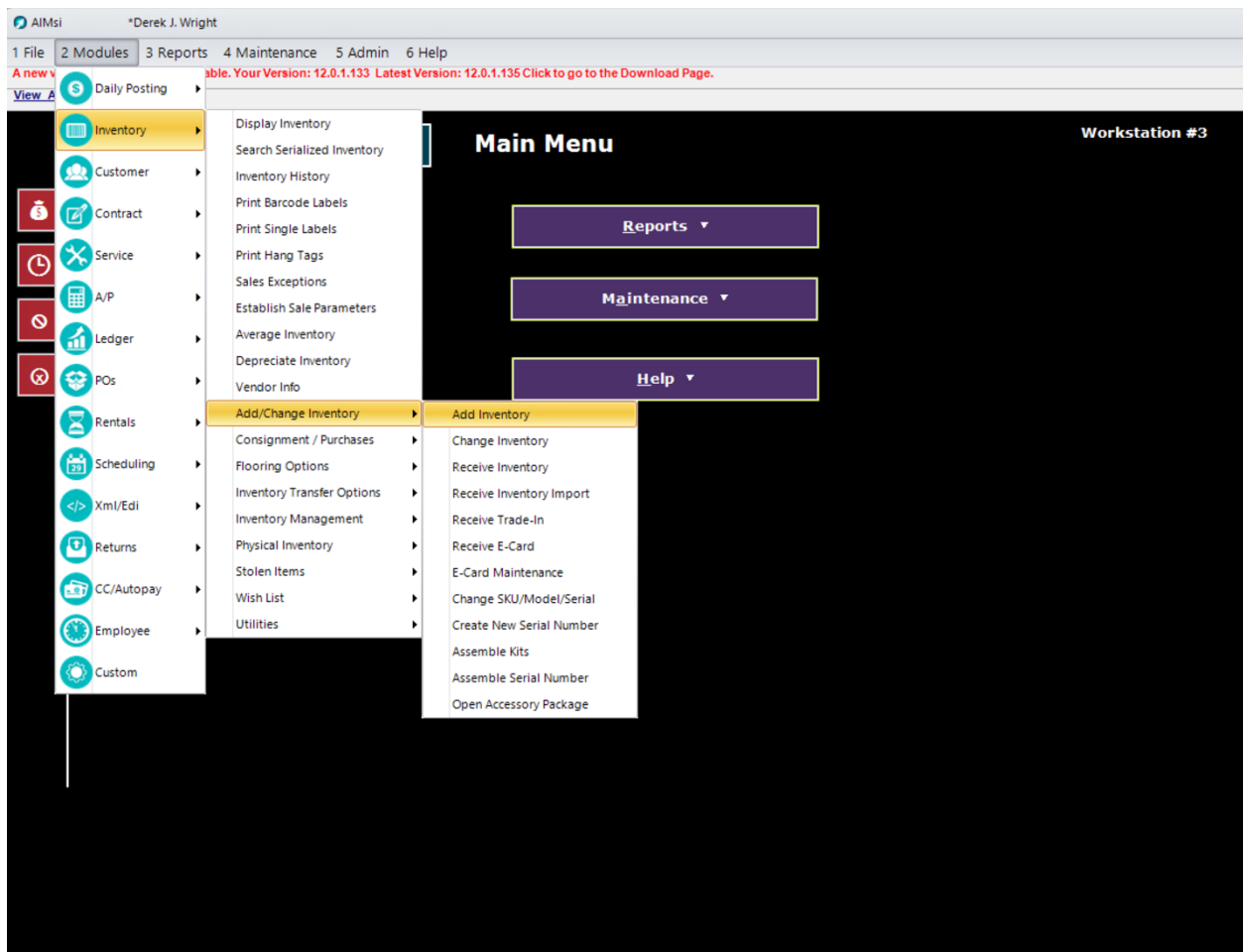# Creating a Product

(Only follow these instructions if you are **ABSOLUTELY CERTAIN** this does not already exist as a product in AIMsi. Search for it first using several possible names under Modules → Inventory → Display Inventory if there are concerns we might already have it.)

Modules → Inventory → Add/Change Inventory

Most products will need all of the above fields filled in.

If you don't know the exact Cost, always fill in your best guess. As a rule of thumb, estimate the cost at 70% of the price.

Use the manufacturer's model name, SKU, and MPNs as much as possible for new merchandise.

If you must create a model name, SKU, serial, or MPN, keep it to 12 characters or fewer and also make it easy to remember. No spaces or special characters. Try to use the same name, or use a consistent naming pattern, across the product.

> **EXAMPLES:**
> --Use 48257 as the model, SKU, and serial for a pre-owned instrument with the serial #48257.
>
> --Use BACHABC as the model for a Bach ABC mouthpiece. Call the variation SKUs BACHABC175 for the 17.5 mm and BACHABC18 for the 18 mm.

Sometimes AIMsi will not let you input the model, SKU, or serial you want. You can always go to Modules → Inventory → Add/Change Inventory → Change SKU/Model/Serial to fix it so that they are consistent across the product.

"Description" will display on price tags & receipts. Make sure it is short and sweet but contains information that will clearly identify the instrument to staff and customers. Proofread carefully. For example: "Conn 8D Elkhart – Serial #: 82491".

Only click "Setup Active-E" if the product should be displayed on the website immediately. If there should be a delay (i.e., this instrument that will be in the repair shop for two weeks before it is ready for sale), leave Active-E alone for now. Turn it on when the product is ready for sale.

Hit "Proceed" to go on to the next page. Fill in the boxes as shown below.

If the product is a consignment instrument, EXIT THIS PRODUCT IMMEDIATELY WITHOUT SAVING. Follow the instructions for "Entering a Consignment" instead.

If the product is a pre-owned instrument that is owned by the shop, set the Vendor to "161 Pre-owned".

Click "Add" in the bottom-right corner to add more variations (SKUs) to the main product. (The other "Add" button lets you add multiple vendors to the same product; probably not something we will ever use.)
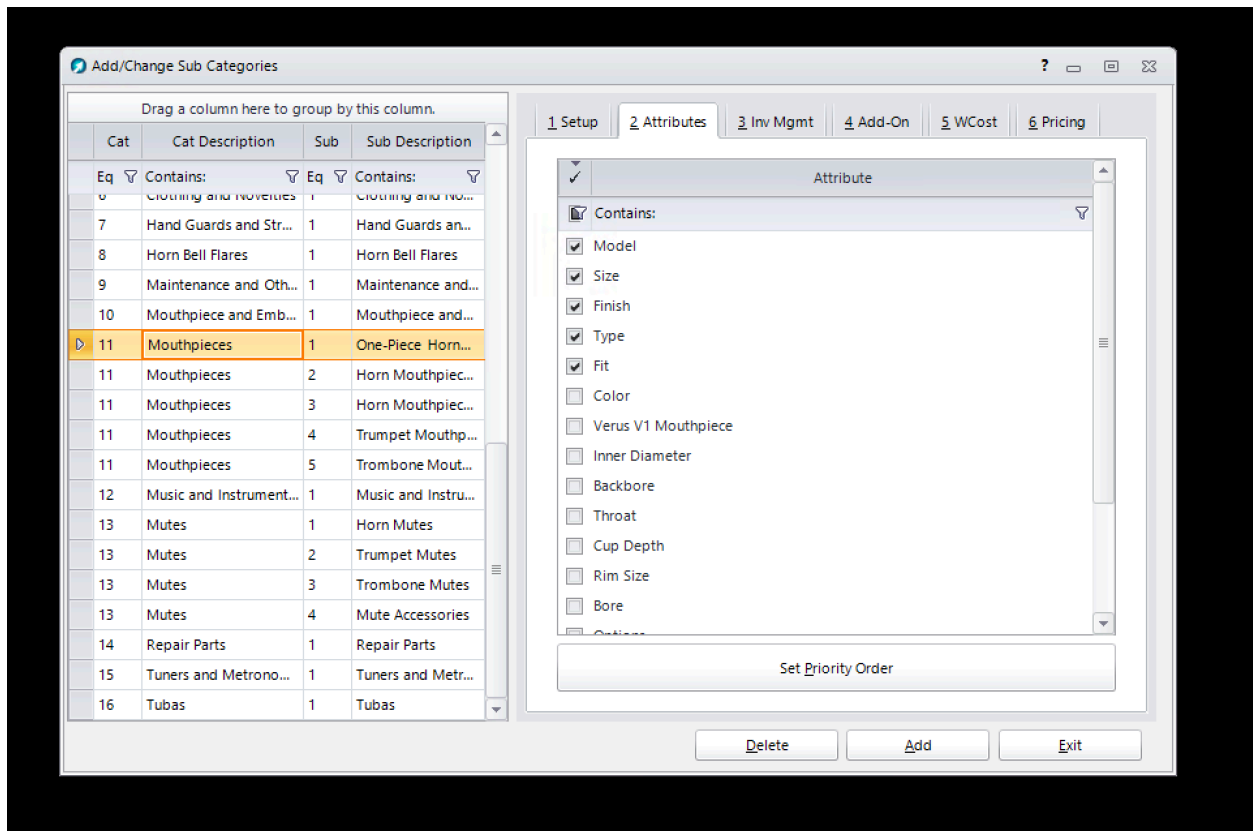
If you need to create Attributes on the right-hand side, that is under Maintenance → Inventory → Maintain Sub Categories → select the category you want → Attributes. There you can add Size, Color, Bore, Material, etc. to distinguish the variations from each other.

Be careful which order you put the attributes in – if one attribute's description is too long, it can overrun another attribute on the price tag. Maybe put a short attribute like "Blue" as highest priority and a long attribute like "Sterling silver plated" as lowest priority.

Before you leave the SKUs tab, click through each SKU one more time and make sure each has a Vendor and a Cost.

Then click through the Locations tab and the Serials tab.

Make sure there is a Cost, WCost ,and Our Price under the Locations tab for each SKU.

YOU MUST ALSO click through each serial number for each SKU on the Serials tab to make sure they have a Cost, WCost, Our Price, and Vendor.

Is the product one-time-only or seasonal? Then fill out this section.

MM Code & Season

Exempt	AIMsi will not automatically adjust min/max (pre-owned).
Seasonal Product	Only stock in one season (i.e. carols at Christmastime).
Seasonal Stock	Keep some in stock year-round but load up before one season (i.e., order extra Fhraps before TMEA).
Special Order	One-time special order by a customer.
Season	Select the season for which you will need to order extra.

Status

A	Selling well.
B	Selling slowly, will bump up to A if it starts selling again.
C	Not selling well at all. AIMsi will not ask you to order more. You will need to manually bump this back up to A.
D	Selling terribly. AIMsi will prompt you to delete the product.

Don't forget to set MM codes and seasons on each individual SKU.

When you are finished here, Save.

Check "Track Qty" so the product will appear on the website. Give the shiniest, cleanest example of the product to Kacie so she can photograph it and make the product page display neatly on the website. (Leave "Track Qty" unchecked if the product should not appear on the website at this time.)