

master products

Use this as a guide to shared inventory management.

Master Products Overview

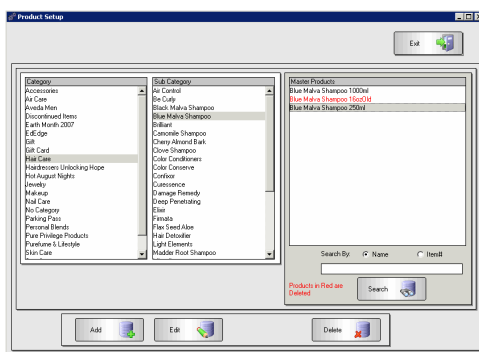
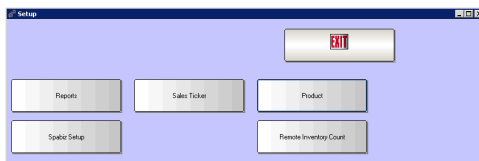
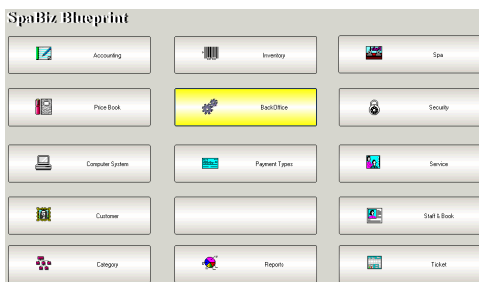
Categories must be shared prior to sharing products.

- Product Names and SKU's will match across locations
- Vendor and Manufacturer Names and codes will match across locations
- Master store will be selected
- Inventory Merge is run overnight
- A master product record is created to serve as the point of reference for general product information.
- Child product records are still kept in each location to track location specific information

Master Products Navigation

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the BackOffice button.
 - ❖ Access to the BackOffice utility through Blueprints can be secured. It is possible to not display this through Blueprints and show it as an icon on the desktops for those staff who will use it.
3. Select the Product button
 - ❖ BackOffice provides access to advanced features. These features can be turned on or off, depending on your needs.
4. The Product Setup screen allows you to add new or edit existing master products.

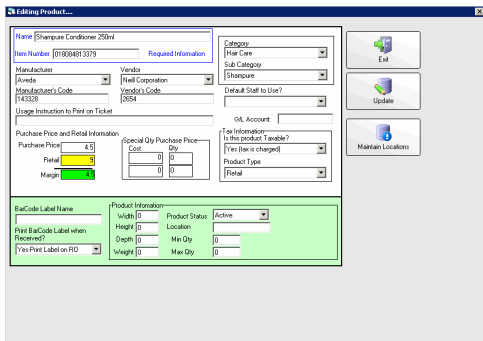
- ❖ Once the Master Product merge is complete, ALL products should be added, edited, and deleted through this screen. If anything is entered in the inventory section of the software, it will not be part of the master product database and will not be linked to anything.



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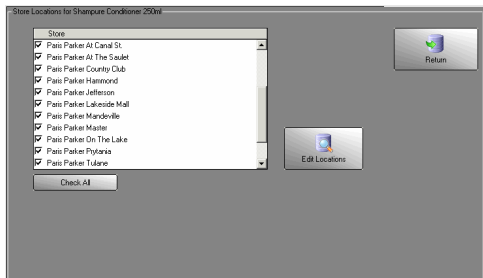
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Master Products

The Edit Product screen allows you to edit product information for all locations from a single place.

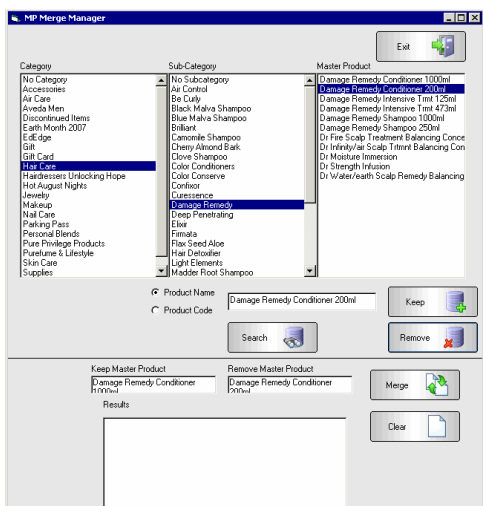
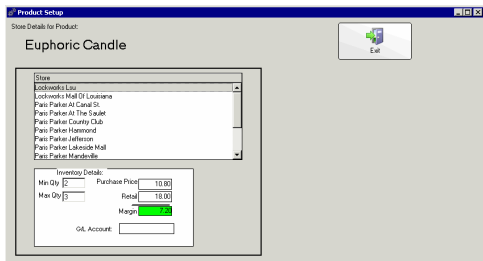
- The product details are entered and edited through this screen. Add products with the default information.
- When the update button is clicked, the program will ask if you want to sync the changes to the child locations. This allows you to “back out” of the process before any changes are made. Select Yes to update products in all stores at once.
 - ❖ You will be allowed to change location specific information through Maintain Locations/Edit Locations.



Maintain Locations

The Maintain Locations feature allows you to add the product to selected locations. This is where you will specify what locations will carry the product.

- Check or Uncheck stores to add or delete products from inventory.
- Check the boxes for locations that will carry the item.
- Click the edit locations button to change information that is specific to the locations that carry the item.
- Use the Edit Locations feature to further manage products in selected stores.
- Min and Max Qty's as well as price information can be edited for individual stores for ease of inventory management.



Master Product Merge

Duplicate master product records can be created if the name and codes of any items do not match before the overnight merge. The master product merge utility allows you to merge duplicate master product records.

1. Choose the item that is most correct (the one you want to keep) and click the Keep button.
2. Choose the item that is not correct (the one you want to delete) and click the Remove button.
3. Click the Merge button to combine the items.



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Frequently Asked Questions

How do I prepare the data?

Your account manager will guide you in standardizing the data prior to the overnight merge.

How do I perform my regular inventory operations?

Regular daily inventory operations such as inventory counts, purchase orders and receiving orders are still performed in their respective section of the inventory module of the software. You will continue to follow your procedures like before product sharing.

What if different locations have different prices?

You will utilize the Maintain Locations feature to set individual information for each product at each location.

What data is kept specific to each location?

The following data is kept specific: on hand quantity, on order quantity, product min level, product max level, cost, retail and GL account.

What if I add a new location?

The Maintain Locations feature will be used to check each item that is carried in the new location.

What if I add an item in Blueprints/Inventory?

You will need to delete the item in Blueprints/Inventory and add it correctly in Blueprints/BackOffice.



Customer Support 888.809.2802

Our Customer Support team is ready to assist you.