

Create a Product

This article provides instructions to create Products, both Closed Loop & GS1.

Create Product

- Navigate to the Products tab by clicking on Products from the left menu
- Choose **Company Prefix**, either **Default** or **GS1**

Create a Closed Loop "Default" Product

Default does not require the user enter a format to program tags.

- Click **Default**
- Click the **[+]** button

Products

Support

Stan Andrus
Administrator

Search...

Q

+

🔍

🔍

🔍

Active

Inactive

Draft

Unknown

Company Prefix

Default

▼

Supplier

All

▼

Title	SKU	CP	IPT*	
 Fabric X	Fabric X	510939	1	☐
 Men's Suit	MS	510939	1	☐
 Seatec Product 5904809322 small	5904809322	510939	1	☐
 Golf Clubs - Titlist	Golf Clubs - Titlist	510939	1	☐
 Charms	100-c	510939	100	☐
 Product Name	165165165	510939	1	☐
 Crate of meals	Crate of meals	510939	12	☐
 888555 888555	888555	510939	1	☐
 85567 85567	85567	510939	1	☐
 12 Boxes of Preroll	12BXPR	510939	12	☐

Lines per page

13

<

1

2

3

4

>

Go to page

- Enter Name
- Enter SKU
- Company Prefix and Item Reference are automatically generated
- Items Per Case default is set to "1"
- Input data for any other fields you wish
- Click Save as Active if you wish to immediately use the Product OR
- Click Save as Draft is you wish to continue editing the Product
- Click Cancel to exit the page without saving

Product Details

Images

Min/Max



Sample Product N

☐ Skip QC

Category:

Supplier:

Item Reference*:

0000175

Price:

0

Company Prefix:

510939

Cost per Item:

SKU*:

SMP-PRO-N

GTIN:

5109390001750

Items Per Case*:

1

Barcode:

MFG ID:

BPN:

References

Reference 1:

Reference 2:

Reference 3:

Reference 4:

Reference 5:

Reference 6:

Dimensions

Size:

Length:

Color:

Width:

Weight:

Height:

Save as Active

Save as Draft

Close

Create Product as GS1 SGTIN-96

GS1 - Generates tags in the SGTIN-96 format.

Requires a Company Prefix, & User must enter Item References for products.

- Enter Name
- Enter SKU
- Item Reference must be manually entered and must be unique
- Items Per Case default is set to "1"
- Input data for any other fields you wish
- Click Save as Active if you wish to immediately use the Product OR
- Click Save as Draft is you wish to continue editing the Product
- Click Cancel to exit the page without saving

Product DetailsImagesMin/Max

Name*:

Category:

Supplier:

Please select Supply

Item Reference*:

Price:

0

Company Prefix:

987654

Cost per Item:

SKU*:

GTIN:

Items Per Case*:

1

Barcode:

MFG ID:

BPN:

References

Reference 1:

Reference 2:

Reference 3:

Reference 4:

Reference 5:

Reference 6:

Dimensions

Size:

Length:

Color:

Width:

Weight:

Height:

Save as Active

Save as Draft

Close

Skip QC

Revision #11
Created 13 June 2025 01:54:16 by Stan Andrus
Updated 10 April 2026 14:48:49 by Stan Andrus