

Manage Products

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Overview

Catalog and product management are essential aspects of everyday warehouse operations, particularly when it comes to maintaining an accurate and up-to-date record of all the products in your inventory. Seamlessly update [dimensions](#), print product or case labels, view serial numbers, manage expiration dates, and more.

Learn more about the initial product creation [here](#).

Product Info Module

The **Product Info** module is located within Skustack's **Product** tab. This module lets you view and manage product information.

Search Products

To search for products in the **Product Info** module:

1. Navigate to the **Product** tab > **Product Info**.
2. Tap the **Search** icon and select your desired search type from the drop-down list. You can search by:
 - **SKU/UPC/Alias**
 - **Name/Manufacturer SKU**
 - **EAN**
 - **ASIN/FNSKU**
 - **Serial Number**
 - **Lot Numbers**
3. Scan or enter the product's identifier based on your search type.
4. Tap **OK**.
5. If you search by name (or anything other than SKU/UPC/Alias) and there are multiple products with that name, a list of products will open; choose one from the list. The product will appear with numerous action icons below.

Product Info Actions

Refer to the table below for a detailed description of each [action](#).

ACTION

DESCRIPTION

Info	Edit your product's name, UPC, and Location Notes.
Bins	Add, view, and edit bins for specific products.
Movements	View bin movements. Add/edit the product's weight and dimensions, or get a 4D scale reading.
Dimensions	Client Setting Display Product dimensions at product home page must be enabled to view the product dimensions.
Shadows	Add, view, and delete shadows to a product.
Replacements	Add, view, and delete replacement SKUs.
Print Labels	Print product labels. Select to print SKU, UPC, ASIN, FNSKU, or FBA label.
Aliases	Add, view, and delete an alias.
Serials	Check to require serial scanning for this product. Also, you can view and add serials by clicking Manage Serials .
WH Image	Add or edit product images for warehouse purposes.
Kits	View the product's kit components.
Product Notes	View and create notes or warnings about a product.
Case Pack Info	View, add, and edit ITF barcodes or Case Pack labels.
Custom Columns	View custom columns related to the product.
Lot Expirys	View and manage existing product expiration dates or update the product's expirable status.

Manage Products

The Skustack Admin portal lets you easily search for existing products, view or manage product information, upload warehouse images, and more.

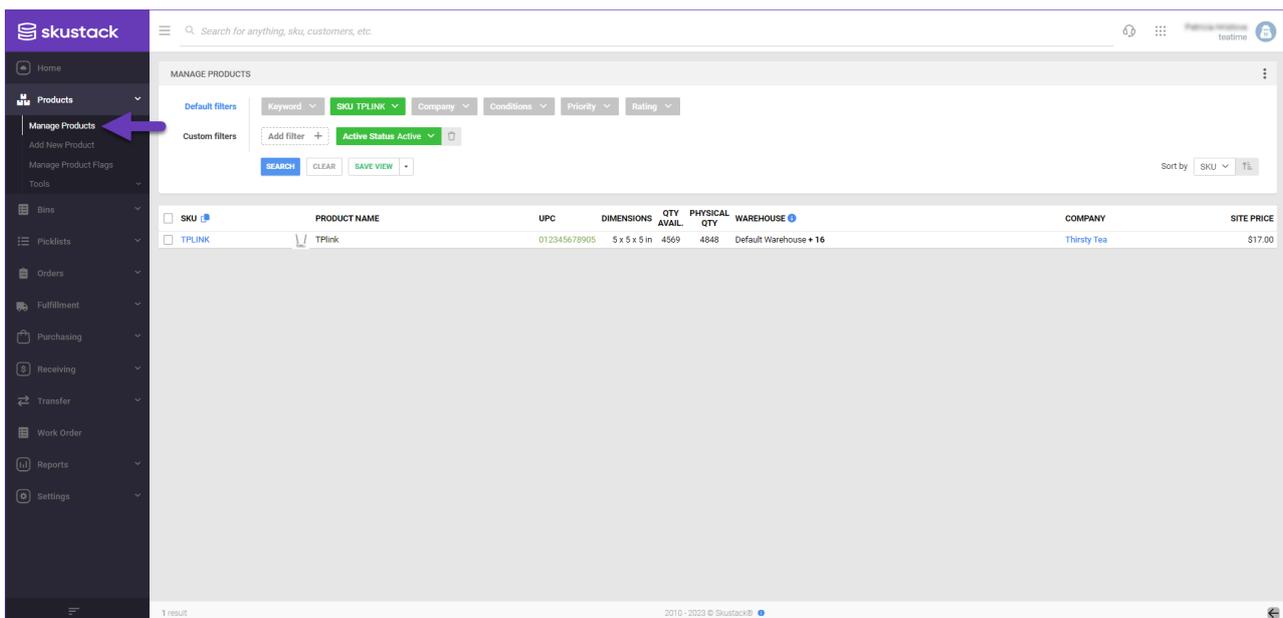
Search Products

To search for products in your catalog, follow these steps:

1. Navigate to the Skustack Admin portal at <https://xx.skustack.com> (replace "xx" with your **server ID** or **team name**).
2. Enter your login credentials.
3. On the left, select **Products > Manage Products**.
4. Configure your **Default filters** to make sure that the results display exactly what you need.
5. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it's not active.
6. To manage the columns in the grid, click the three dots icon on the top right and select **Customize Columns**. You can:
 - Reorder columns by dragging them up or down in the list.

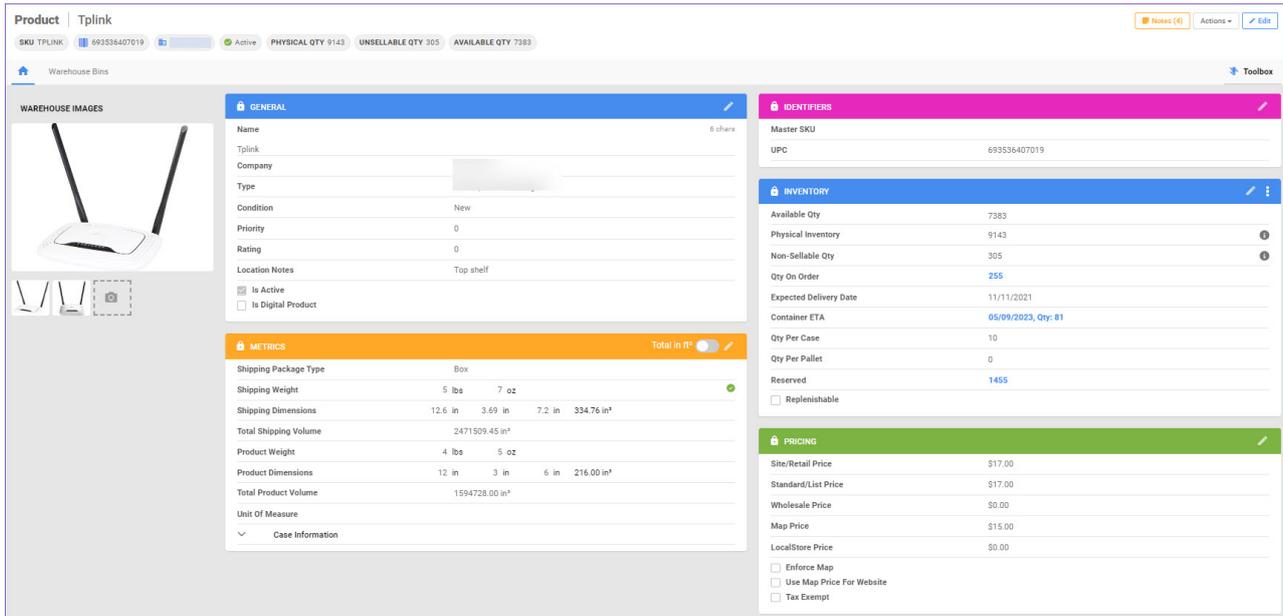
- Hide columns by clicking the **Trash** icons.
 - Add columns by clicking **Add column**.
7. To arrange the data in a different order, use the **Sort by** menu.
8. To save your filtering and sorting options, click **Save view**, enter a **Name**, and click **Save**.
9. Select a product from the grid and access the **Actions** menu to either:
- **Export Products (Inventory)**
 - **Print Labels**
 - **Enable for WFS**
 - **Break Kit/Unkit**
 - **Create Shadows**
 - **Set As Active**
 - **Set as Inactive**
 - **Re-Calculate Inventory**
 - **Merge Shadow Inventory**
 - **View Orders**

or click on an SKU to be directed to the Product Details page.



Product Details

On the Product details page, you will see five panels with product-related information. Refer to the details below for more information about each panel.



General Panel

Field	Description
Name	The name of the product.
Company	The company selling the product.
Type	The product type.
Condition	The product's condition.
Priority	The product's priority.
Rating	The product's rating.
Location Notes	Shows the location notes of the products.
Is Active	The product's status. Inactive products will not be visible in the Skustack app.
Is Digital Product	Indicates if the product is a digital or physical item.

Metrics Panel

Field	Description
Shipping Package Type	The type of container or packaging that is used to hold and protect the product.
Shipping Weight	The product's shipping weight (including packaging).
Shipping Dimensions	The product's shipping dimensions (including packaging).
Total Shipping Volume	Calculated based on the product's shipping Length/Width/Height. Volume = $L * W * H$
Product Weight	The product's weight.
Product Dimensions	The product's dimensions.
Total Product Volume	Calculated based on the product's Length/Width/Height. Volume = $L * W * H$
Unit Of Measure	Indicates the unit of measure currently being used.
Case Information	Displays the quantity per case, case weight, and case dimensions of the product.

Identifiers Panel

Field	Description
Master SKU	Shows the Master SKU of the product. Master SKUs are typically associated with a particular variant or product configuration.
UPC	Shows the Universal Product Code (UPC) assigned to the product.

Inventory Panel

Field	Description
Available Qty	Shows the number of units available for sale for that product.
Physical Inventory	Shows the total number of units.
Non-Sellable Qty	Shows the number of units that are non-sellable.
Qty On Order	Shows the product's quantity ordered from a vendor, but not yet received.
Expected Delivery Date	The estimated date of arrival (PO).
Container ETA	The estimated date of arrival (Container).
Qty Per Case	The product's quantity per case.
Qty Per Pallet	The product's quantity per pallet.
Reserved	The product's reserved units.
Replenishable	The product's replenishable status.

Pricing

The product's **Pricing** panel gives you the ability to configure different prices for the same item.

Field	Description
Site/Retail Price	The default product price for all channels. The Default Price is a required field when creating a new product, and it sets the product's Site/Retail Price .
Standard/List Price	The standard price of the product, as suggested by its manufacturer.
Wholesale Price	The price dedicated to your Wholesale Customers.
Map Price	The Minimum Advertised Price , which is the lowest price at which the product can be advertised.
Local Store Price	The price for the product when sold in physical local stores.
Enforce Map	A setting to enforce the MAP Price for the product.
Use Map Price For Website	Sets the MAP Price as the selling price on the Website channel.
Tax Exempt	Indicates if the product is exempt from taxes.

Toolbox

The **Toolbox** on the Product Details page provides additional functionalities.

Tool	Description
Aliases	View product aliases.
Change Log	View records of all changes made to the product.
Inventory Movement	View bin movements.
Kit	View the product's kit components (if applicable).
Kit Prep Sessions	View the product's kit assembly prep sessions (if applicable).
Lot Numbers	View lot numbers associated with this product.
Manage ITF-14	View ITF-14 barcodes associated with this product.
Product Flags	View product flags.

Replacement Products	View replacement products.
Serial Numbers	View serial numbers associated with this product.
Shadows	Add, view, and delete shadows associated with this product.
Shipping Preferences	View and manage the product's expirable and serialized statuses.
Verified Fields	Weight verification, typically updated through 4D scale.
Warehouse	View and manage warehouse inventory for this product.
Warehouse Bins	View and manage warehouse bins for this product.
Warehouse Image Manager	Add or edit product images for warehouse purposes.

Actions

Some of the available Actions include:

- [Print Labels](#)
 - [Export Product \(Inventory\)](#)
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