



Technology From another World

## ALIEN WARP∞ HELP FILES



## PRODUCTS MENU

### Manage Products Module – Security Access

#### Import Products

- Details Sub-Module

#### ##### Products Menu Abbreviations

Pdct. - Product

MU: - Mark-up

GP: - Gross Profit

S/Code Prefix. - Supplier Code Prefix

Cost Ex. - Cost Excluding

Cost Inc. - Cost Including

Price Ex. - Price Excluding

Price Inc. - Price Including

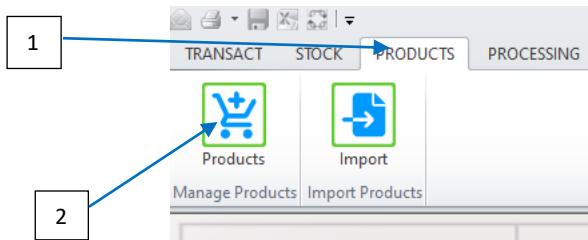
Qty. - Quantity

Var. - Variation

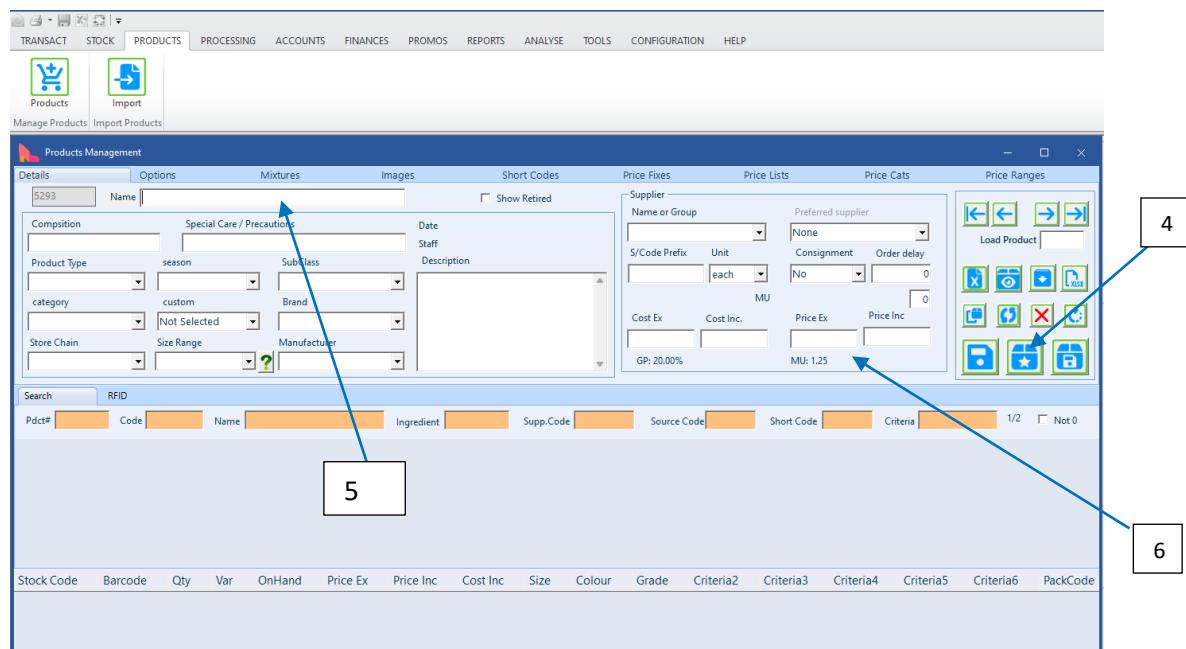
n/a. - not applicable

## **2.1. How to create a Product**

- 1.) Open the Alien Software and click on the Products button situated on the menu bar.
- 2.) Then click the Products / manage Products buttons.



- 3) The Product screen will appear.



- 4) Click the New button to commence adding a new product.
- 5) Enter the new product details eg. Name, Product Type, Sub Classification, Store Chain, Size Range, Season, Category, Brand, Custom, Manufacturer, Supplier name in the respective blocks.
- 6) Enter the Global Cost Price and Selling Price excluding VAT. The respective including VAT price blocks will populate automatically.  
Note: If the including VAT prices are entered, the respective excluding VAT price blocks will populate automatically.
- 7) Click on the Save button.

#### To specific further product criteria (if needed):

- 8) Double click on the bottom third of the screen to open the Stock Code section.
- 9) Click the New button.

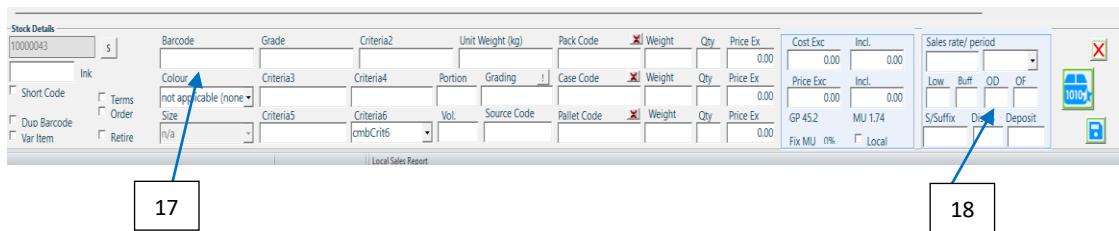
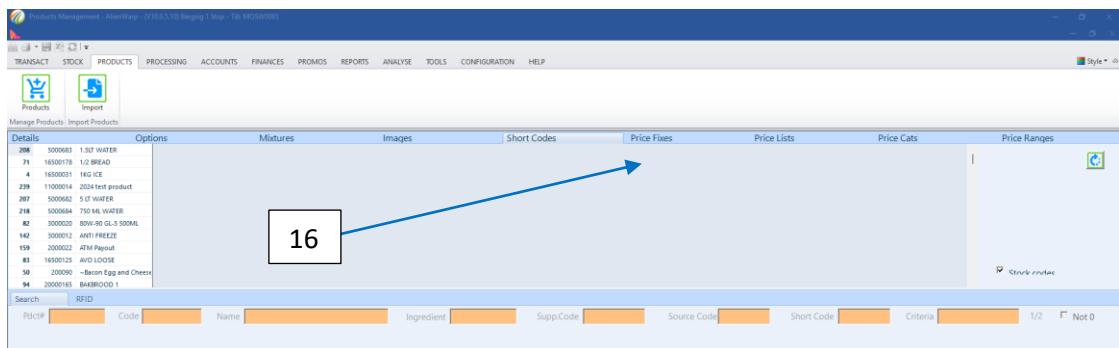
Stock Details		Sales rate/ period										
10000043		Barcode	Grade	Criteria2	Unit Weight (kg)	Pack Code	Weight	Qty	Price Ex	Cost Exc	Incl.	
<input type="checkbox"/> Short Code <input type="checkbox"/> Short Barcode <input type="checkbox"/> Bar Item		<input type="checkbox"/> Color <input type="checkbox"/> not applicable (none)	<input type="checkbox"/> Criteria3 <input type="checkbox"/> Criteria5	<input type="checkbox"/> Criteria4 <input type="checkbox"/> Criteria6	<input type="checkbox"/> Portion <input type="checkbox"/> Vol.	<input type="checkbox"/> Grading <input type="checkbox"/> Source Code	<input type="checkbox"/> Case Code <input type="checkbox"/> Pallet Code	<input type="checkbox"/> Weight <input type="checkbox"/> Qty	<input type="checkbox"/> Price Ex <input type="checkbox"/> Price Exc	<input type="checkbox"/> 0.00 <input type="checkbox"/> 0.00 <input type="checkbox"/> 0.00 <input type="checkbox"/> GP 45.2	<input type="checkbox"/> 0.00 <input type="checkbox"/> 0.00 <input type="checkbox"/> 0.00 <input type="checkbox"/> MU 1.74	<input type="checkbox"/> 0.00 <input type="checkbox"/> 0.00 <input type="checkbox"/> 0.00 <input type="checkbox"/> Fix MU 0%
												<input type="checkbox"/> Local
Local Sales Report												
14	10	11	12	13	15							

- 10) A stock code is automatically generated.
- 11) If the item has a Barcode then use a Barcode scanner and scan it into the block.
- 12) Enter other relevant information in the CRITERIA blocks.
- 13) Enter the Stock Code Cost Price and Selling Price excluding VAT and the respective including VAT price blocks will populate automatically (or visa-versa).
- 14) To assign a short code to the stock item (if needed), click the Short Code button.
- 15) Click the Save button to save the stock item.

## USEFUL TIPS:

Pack code, Case code and Pallet code variations are also available.

16) To view a list of Short Codes, click on the Short Codes tab.



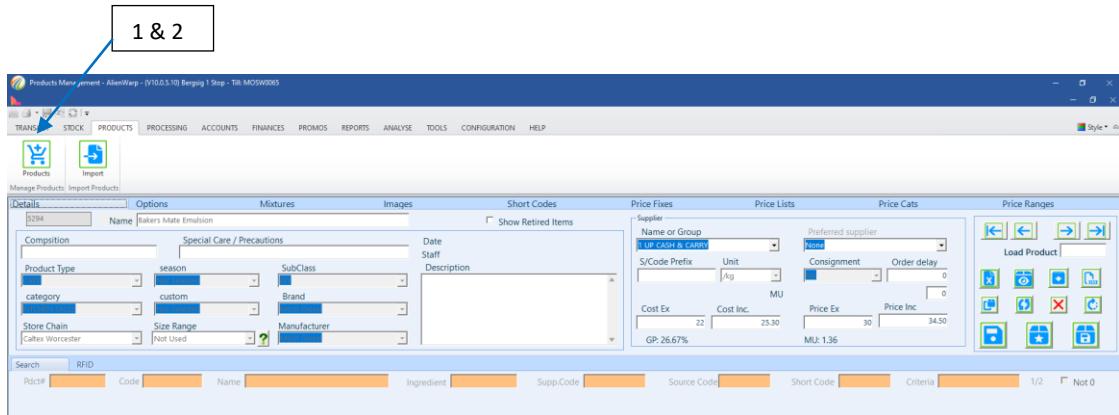
17) To retire a Stock Code, tick the Retire box.

18) Then click the Save button.

## 2.2. How to create a new product mixture

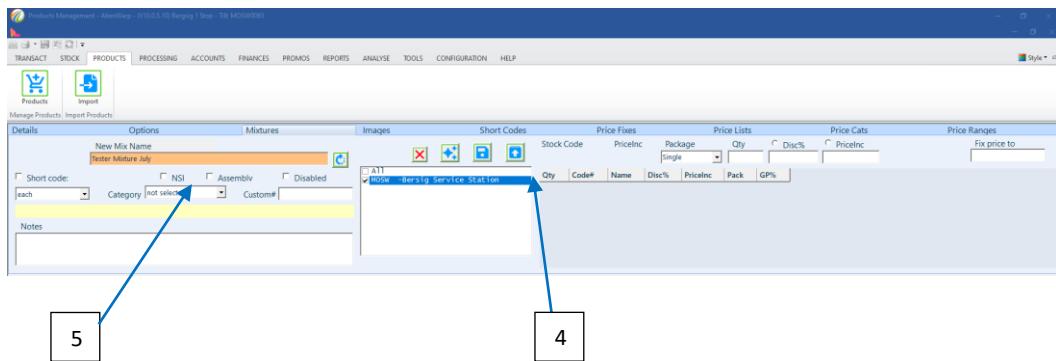
3.) Open the Alien Software and click on the Products button situated on the menu bar.

4.) Then click the Manage button.



5.) Click on the third tab titled Mixtures.

6.) When on the Mixtures tab, click the New button.



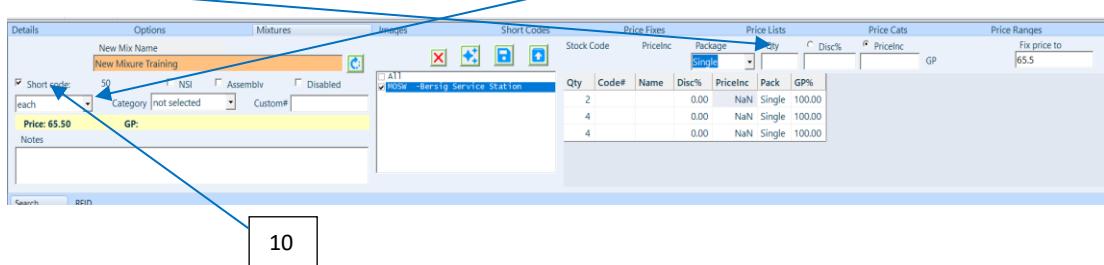
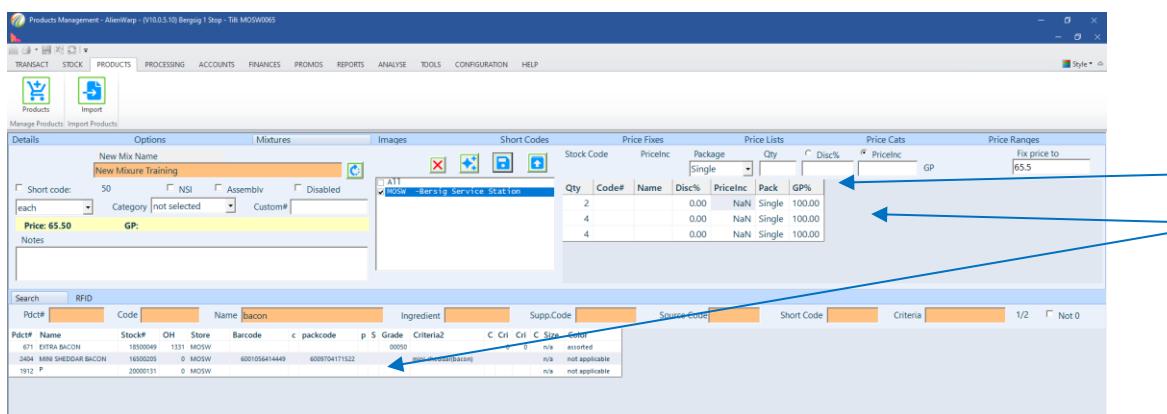
7.) Give the Mixture a name.

8.) Use the search functionality to choose the items for the mixture.



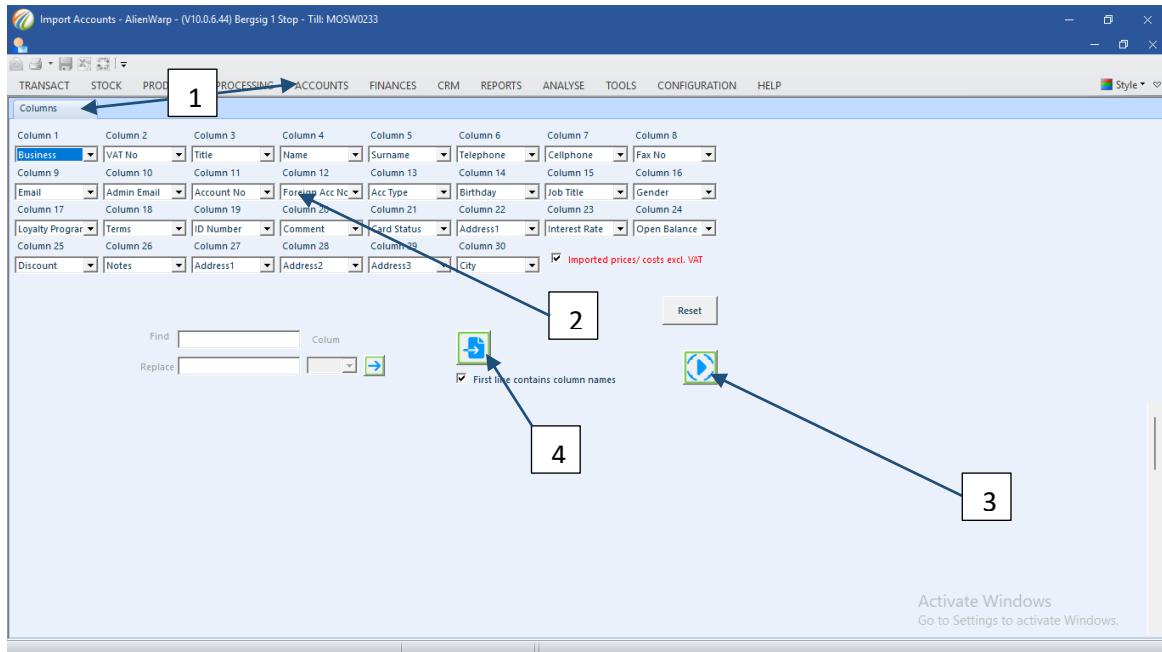
9.) Enter the Quantity and then enter either the percentage discount or the discounted price including VAT.

10.) Add more items. If no further items are to be added then click the Save button.



11.) Choose a Short Code for the mixture (optional).

## Import Products



- 1) Click on the products module tab to open the window. The Columns window will open, allowing you to select the criteria to include on the generated product(s) sheet.
- 2) Select the data that you want to include in every column per the dropdown menus specific to each column. The sheet can include the following data, selectable in each of the columns;

Business

VAT No

Title

Name

Surname

telephone

cell phone

fax no

email

admin email

account no

foreign account

no

account type

birthday

job title

gender

loyalty program

terms  
 ID Number  
 Comment  
 Card Status  
 Credit Limit  
 Interest Rate  
 Open Balance  
 Discounts  
 Notes  
 Address 1  
 Address 2  
 Address 3  
 Postal Post  
 Code  
 Province  
 Country  
 Post Code  
 Notes  
 Postal Address  
 1  
 Postal Address  
 2  
 Postal Address  
 3

- 3) Click on the run action icon button to populate a sheet.
- 4) Click on the file upload action icon button to open the Windows file window to search for the file.
- 5) Upload your product(s) sheet by clicking on the open button.

