



Technology From another World

ALIEN **WARP**[∞] HELP FILES



PRODUCTS

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

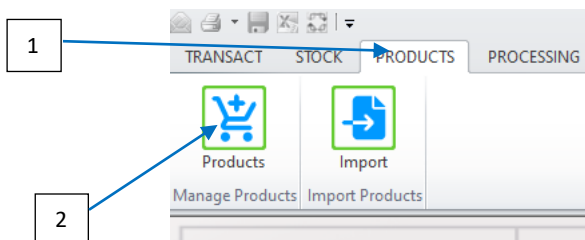
Qty. - Quantity

Var. - Variation

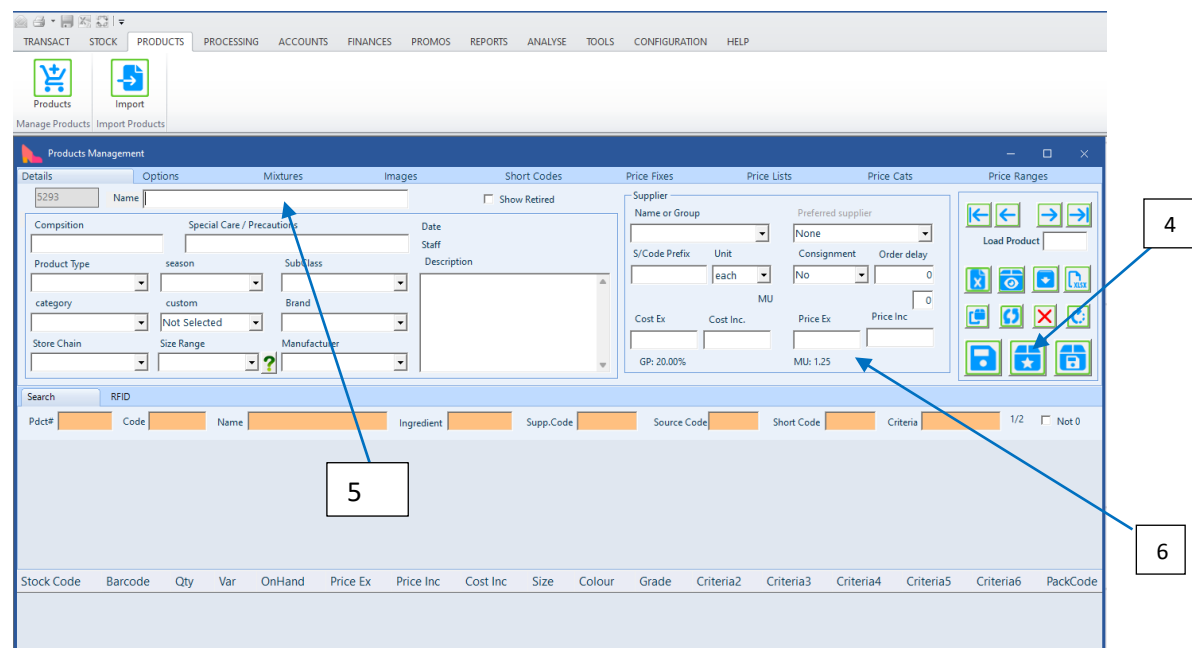
n/a. - not applicable

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):

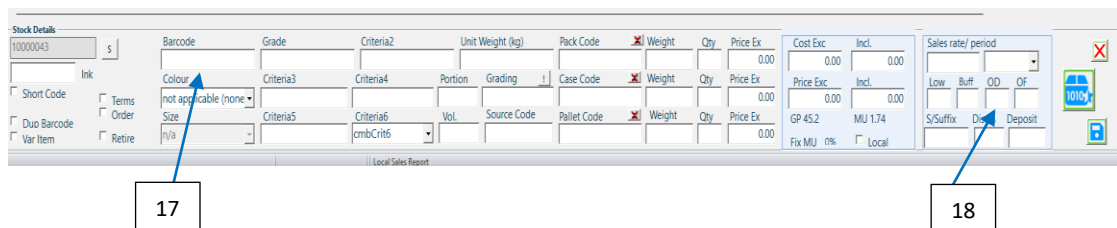
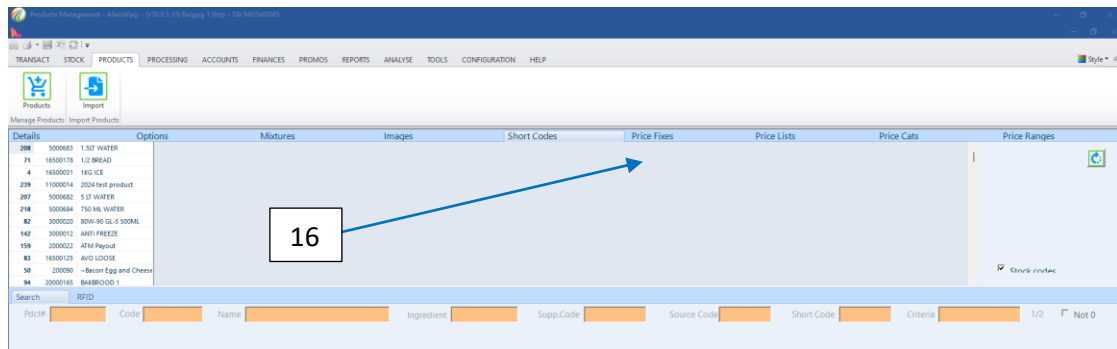
- 8) Double click on the bottom third of the screen to open the Stock Code section.
- 9) Click the New button.

- 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.



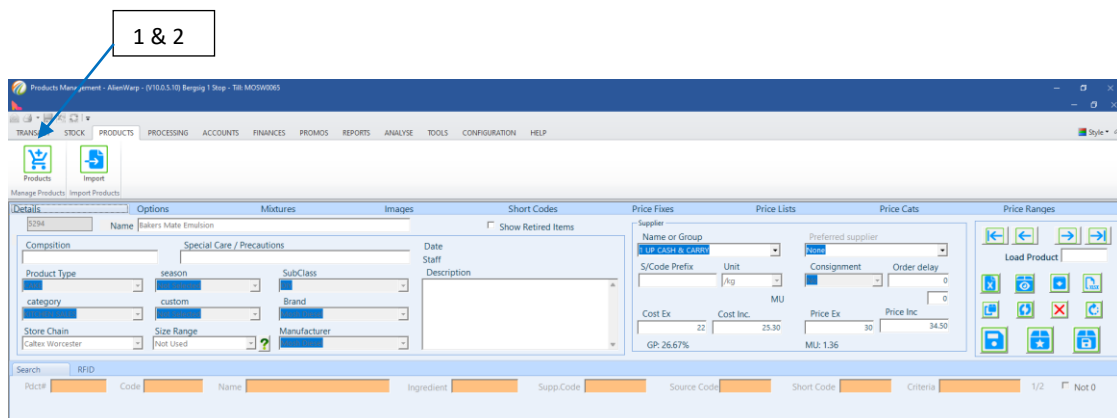
17) To retire a Stock Code, tick the Retire box.

18) Then click the Save button.

2.2. How to create a new product mixture

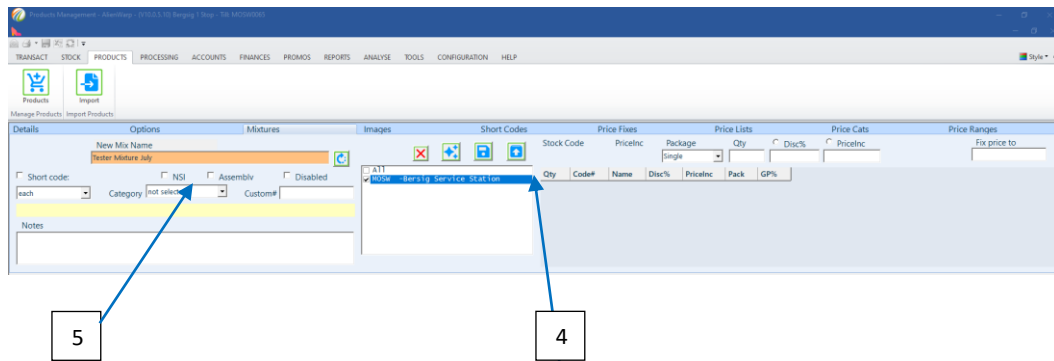
3.) Open the Alien Software and click on the Products button situated on the menu bar.

4.) Then click the Manage button.



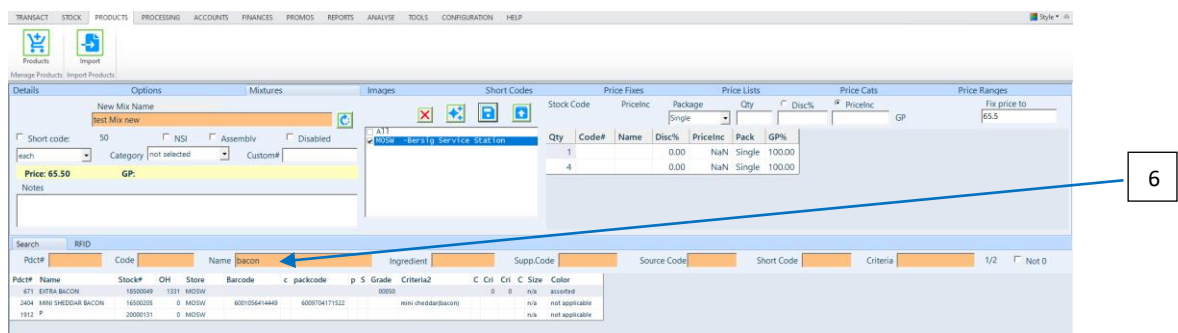
5.) Click on the third tab titled Mixtures.

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



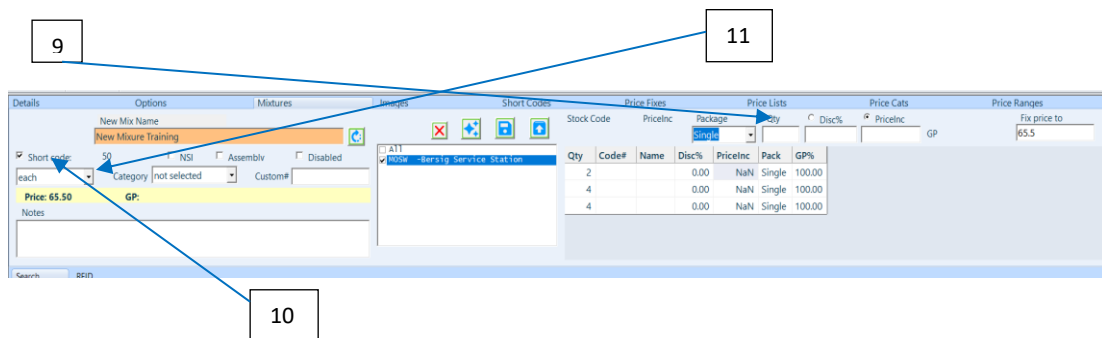
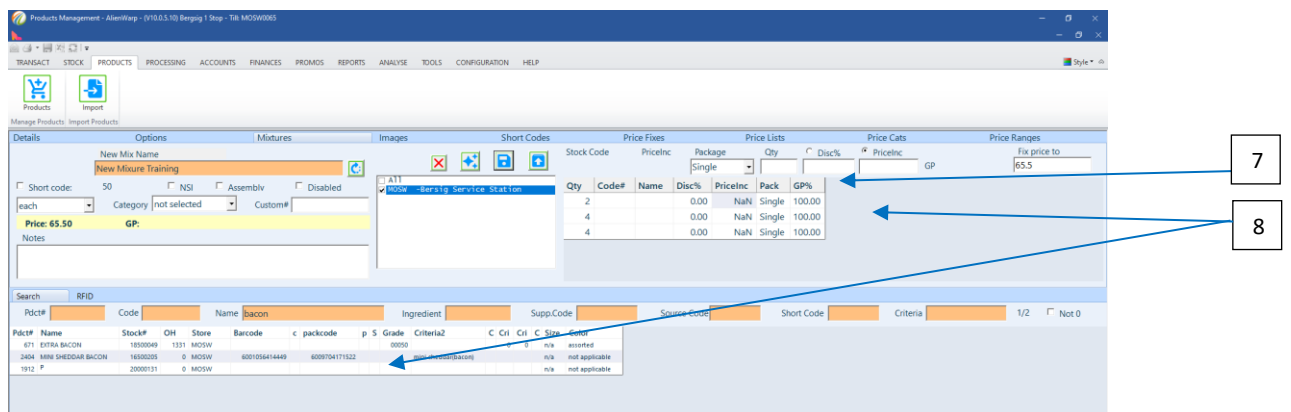
7.) Give the Mixture a name.

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



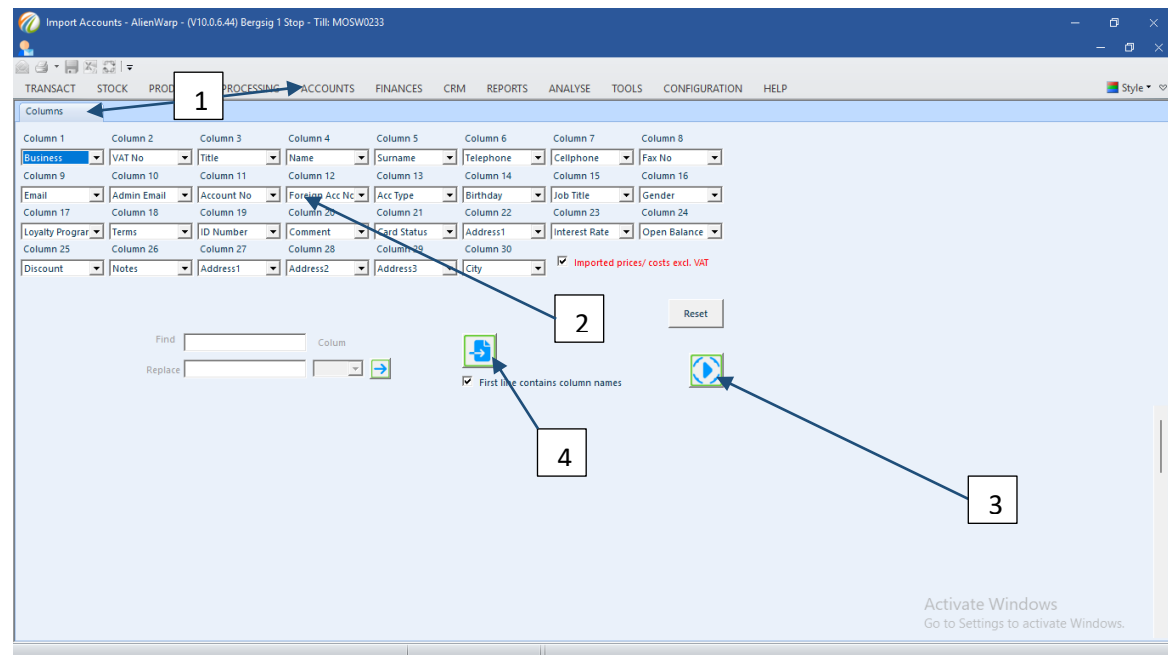
9.) Enter the Quantity and then enter either the percentage discount or the discounted price including VAT.

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.

