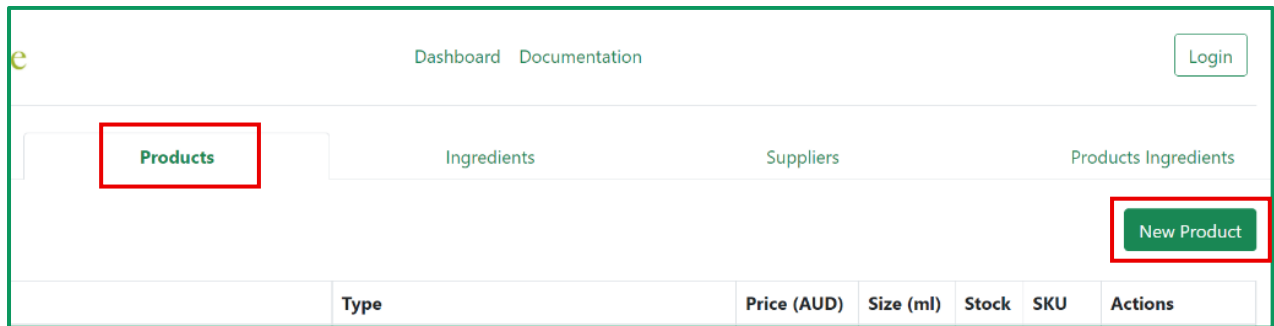


Manage Products

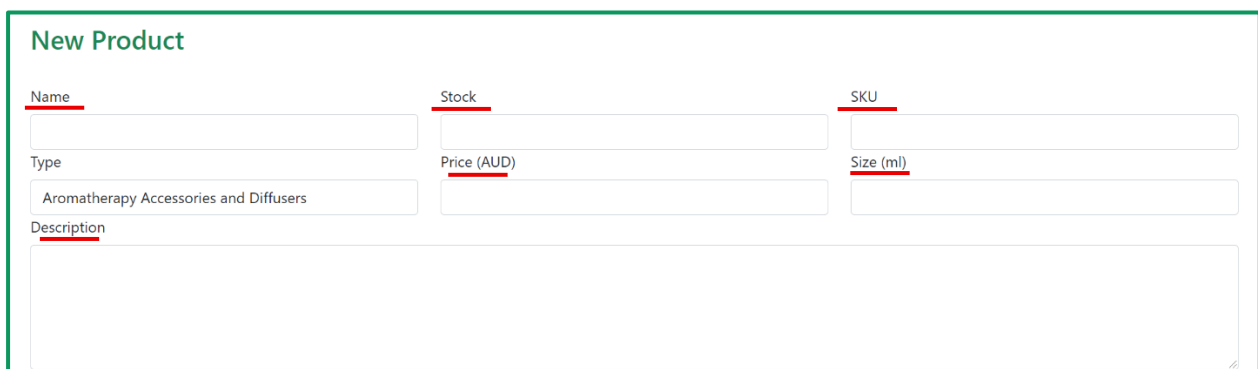
Add a New Product

1. From the Dashboard, navigate to the 'Products' tab and click 'New Product'.

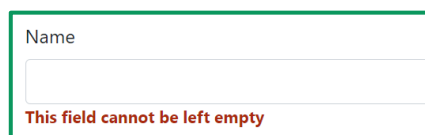


The screenshot shows a dashboard with a top navigation bar containing 'Dashboard' and 'Documentation' links, and a 'Login' button. Below the navigation bar is a tabbed interface with four tabs: 'Products', 'Ingredients', 'Suppliers', and 'Products Ingredients'. The 'Products' tab is selected and highlighted with a red box. In the top right corner of the 'Products' tab, there is a green 'New Product' button, also highlighted with a red box. Below the tabs is a table with the following columns: 'Type', 'Price (AUD)', 'Size (ml)', 'Stock', 'SKU', and 'Actions'.

2. Enter appropriate data into the input box (Name, Stock, SKU, Price, Size), error messages will appear for invalid data.

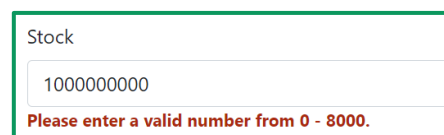


The screenshot shows the 'New Product' form. It has a title 'New Product' at the top. Below the title are several input fields: 'Name', 'Stock', 'SKU', 'Type', 'Price (AUD)', and 'Size (ml)'. The 'Name' field has a red error message below it: 'This field cannot be left empty'. The 'Stock' field has a red error message below it: 'Please enter a valid number from 0 - 8000'. The 'Type' field is a dropdown menu with 'Aromatherapy Accessories and Diffusers' selected. The 'Description' field is a large text area.



Name

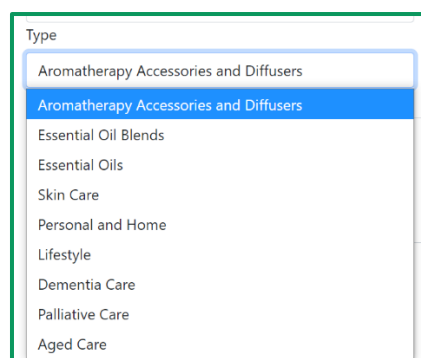
This field cannot be left empty



Stock

Please enter a valid number from 0 - 8000.

3. Select one matching product type and recipe from the dropdown lists.



Type
Aromatherapy Accessories and Diffusers
Aromatherapy Accessories and Diffusers
Essential Oil Blends
Essential Oils
Skin Care
Personal and Home
Lifestyle
Dementia Care
Palliative Care
Aged Care

4. Select matching ingredient(s) for the product.

Select Ingredients in This Product

☒ NewIngredient

☒ Oil

5.
 - a. Click 'Add Product' to add the product and related information to the system.
 - b. Click 'List Products' to leave current page and view list of existing products (current data entered will not be saved).

Add Product

List Products

Edit a Product

1. From the Dashboard, navigate to 'Products' tab and input the keywords on the top right corner to search for the product you want to edit.

Products

Ingredients

Suppliers

Products Ingredients

New Product

Search:

Type	Price (AUD)	Size (ml)	Stock	SKU	Actions
------	-------------	-----------	-------	-----	---------

2. Click 'Edit' under the 'Actions' tab, edit any information that you want to update.

Actions

[View](#) [Edit](#) [Delete](#)

[View](#) [Edit](#) [Delete](#)

[View](#) [Edit](#) [Delete](#)

3. a. Click 'List Products' to leave current page and view list of existing products (current changes will not be saved).
- b. Click 'Delete Products' to delete current product from system.
- c. Click 'Save Changes' to save new changes to current product.

Save Changes

List Products

Delete Product

Validation Rule for Product

1. Name: Only alphabetic characters and blank space are allowed (Blank space only is not accepted).
2. Stock: Should be numeric between -1000-8000.
3. Price: Should be numeric between 0-8000.
4. Size; Should be numeric between 0-10000.

Delete Product

1. From the Dashboard, navigate to 'Products' tab and input the keywords on the top right corner to search for the product you want to edit.

Products

Ingredients

Suppliers

Products Ingredients

New Product

Search:

↑↓	Type	↑↓	Price (AUD)	↑↓	Size (ml)	↑↓	Stock	↑↓	SKU	↑↓	Actions

2. Click 'Delete' under the 'Actions' tab, delete any product that you needed.

Actions

[View](#)
[Edit](#)
[Delete](#)

[View](#)
[Edit](#)
[Delete](#)

[View](#)
[Edit](#)
[Delete](#)

View Product's Recipe

1. From the Dashboard, navigate to 'Products' tab and input the keywords on the top right corner to search for the product.
2. Click on the link under the 'Recipe' column and navigate to the recipe page.

Recipe ↑↓
8
2
3