

How to Create Product Group

This video will show to users how to Create Product Group

Navigate to Inventory, Product Groups, Create New.
Fill in the header info, i.e. Code, Name.
Assign products to the group.

STEP-BY-STEP:

1. Go to Inventory menu
2. Select Product Groups
3. Click Create New
4. Fill in the header info, i.e. Name, Code.
(mandatory fields in red color or marked with red x)
5. Tick the checkbox "Is a Grouping Plan" for the parent group.
6. Click Save button when done.
7. Click Create New
8. Fill in the header info, i.e. Name, Code.
(mandatory fields in red color or marked with red x)
9. For a child group, select a parent group from the "Sub Group Of" list.
10. Click Save button when done.
11. On the Product Groups table (left side), select "Unassigned Products" under the newly created parent group.
12. On the Products table (bottom right side), select a product (or multiple products).
Right click to show options available for the selected product(s).
Choose "Move to Product Group" option to move the selected product(s) under the newly created product group.
Click OK button then Yes button. The selected product(s) is now assigned to the product group.
13. On the Product Groups table (left side), select the newly created product group.
14. On the Products table (bottom right side), select one of the assigned product.
Right click to show options available for the selected product(s).
Choose "Show Product Details" to view the Product master details.
15. On the Product Groups table (left side), select

“Unassigned Products” under the newly created parent group.

16. On the Products table (bottom right side), select a product (or multiple products).

Click on the “Move the Selected Product to Another Product Group” button on top right of the table, to move the selected product(s) to a product group.

Click OK button then Yes button.

The selected product(s) is now assigned to the product group.

17. On the Product Groups table (left side), select the newly created product group.

Click Delete button on the right side to delete this product group.

Any assigned products in this product group will be moved to “Unassigned Products”.
