# Products Not Scanning in Register - How to correct



Go into the Inventory module by clicking on the Inventory icon.

Discuss	Calendar	Knowledge	Contacts	CRM	\$ 1 Sales	
Subscriptions	Dashboards	Point of Sale	Barcode	Accounting	Project	
Timesheets	Direct Print	Website	eLearning	Email Marketing	SMS Marketing	
Events	Surveys	Purchase	Inventory	Manufacturing	Employees	
Attendances	Recruitment	Time Off	Settings			

			Thitters	📚 Group By 🔺 Favorite	es	
CESS 118 Late 62 Back Orders	Internal Transfers		I Deliv	ery Orders	laiting	Returns 0 TO PROCESS
S ESS 2 Late	Manufacturing	Late	1			
		Late				

#### 4

#### Click "Products" on the submenu.



**5** Scan the barcode, in this example "202501001733".



🗰 ổ strideretail	Inventory	Overview	Operations	Products	Reporting	Configuration		Ð	<b>1</b>	O <sup>23</sup> 🕨	00:00:0
Products							★ Products × Product 202501001733 × Search				
NEW IMPORT FROM CA	TALOG						▼ Filters 📚 Group By ★ Favorites			0	1-1/1
Love Blooms L [5223 11] Price: \$ 12.99 On hand: 14.50			☆								

If you do not see the Sales tab. Make sure Can be Sold is checked off. If it is not, check it and then you should see the Sales tab. Click "Sales".

PRINT LABE	ELS UPDATE QUANTITY	REPLENISH						
	Extra Prices	Go To Website	8 14.50 Yd On Hand	H 14.50 Yd Forecasted	→ In: 1 Out: 0	C Reordering Rul	Bill Of Materials	More
	Can be Sold	Can be Purchased Is Sul	oscription Product					
	General Information Product Type ?	Attributes & Variants	Sales Purchase Inver	ntory Accounting Re	Sales Price ?	\$ 12.99		
	Invoicing Policy ?	Ordered quantities				(= \$ 13.96 Incl. Taxes)		
			tems for which you manage	the inventory level	Compare to Price ?	\$ 0.00		
	S							
		You can invoice them before th		the orientity teret	Customer Taxes ?	(Mokena IL Tax 🛪)		
	Y			are sirentoly teres	Customer Taxes ? Cost ?	Mokena IL Tax x \$ 6.15 per yd		
	Unit of Measure ?	You can invoice them before th		and producy level				
	Unit of Measure ?	You can invoice them before th yd		on originally and	Cost ?	\$ 6.15 per yd All / Discountable / Fabric		
	Unit of Measure ?	You can invoice them before th yd		in anono y core	Cost <sup>?</sup> Product Category Internal Reference	\$ 6.15 per yd All / Discountable / Fabric 5223 11		
	Unit of Measure ?	You can invoice them before th yd			Cost <sup>?</sup> Product Category	\$ 6.15 per yd All / Discountable / Fabric		

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Check the to see if the Available in POS is checked, if not, Click the "Available in POS?" field.

UPDATE QUANTITY	REPLENISH						
Extra Prices	Go To Website	H1.50 Yd On Hand	Forecasted	→ In: 1 Out: 0	C 0 Reordering Rul	Bill Of Materials	More -
Product Name ☆ Love Blo	ooms Lace 52	23 11					
General Information	Can be Purchased Is Attributes & Variants		nventory Accounting R	eviews			Tadae Sade Sade
UPSELL & CROSS-SELL				POINT OF SALE			
Optional Products?	Recommend when 'Add	ding to Cart' or quotation		Available in POS? (			
Accessory Products ?	Suggested accessories	in the eCommerce cart					
Alternative Products?	Displayed in bottom of	f product pages					
ECOMMERCE SHOP				EXTRA PRODUCT MEDI	A		
Categories ?	(Fabrics / Seasonal 🗙)			ADD A MEDIA			
Out-of-Stock	Continue Selling						
Show Available Qty							
Reserve Inventory	0.00						
Out-of-Stock Message	2						
SALES DESCRIPTION							
This note is added to	sales orders and invoices.						

**9** And then make sure the "Category?" field is set to Product.

BELS UPDATE QUANTITY	REPLENISH						
Extra Prices	Go To Website	H4.50 Yd On Hand	Forecasted	$\rightleftharpoons$ In: 1 Out: 0	C Reordering Rul	Bill Of Materials	More -
	Can be Purchased 🗌 Is Si						
General Information	Attributes & Variants	Sales Purchase In	ventory Accounting R	aviews			
UPSELL & CROSS-SELL				POINT OF SALE			
Optional Products?	Recommend when 'Addi	ng to Cart' or quotation		Available in POS ?	٥		
Accessory Products ?	Suggested accessories in	the eCommerce cart		To Weigh With Scale ?			
Alternative Products	Displayed in bottom of p	roduct pages		Category ?	Products		· >
ECOMMERCE SHOP				EXTRA PRODUCT MEDIA			
Categories ?	(Fabrics / Seasonal 🗙			ADD A MEDIA			
Out-of-Stock	Continue Selling			ABD THEORY			
Show Available Qty							
Reserve Inventory	0.00						
Out-of-Stock Messag	e						
SALES DESCRIPTION							
This note is added to	sales orders and invoices.						

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# 10 Click "Products"

Extra Prices	Go To Website	8 14.50 Yd On Hand	Forecasted	→ In: 1 Out: 0	C 0 Reordering Rul	Bill Of Materials	More -
Product Name ☆ Love Bl	Can be Purchased Is Se	23 11					
General Informatio	n Attributes & Variants	Sales Purchase I	nventory Accounting R	eviews			
UPSELL & CROSS-SELL				POINT OF SALE			
Optional Products?	Recommend when 'Addi	ing to Cart' or quotation		Available in POS ?	0		
Accessory Products ?	Suggested accessories in	the eCommerce cart		To Weigh With Scale ?			
Alternative Products	? Displayed in bottom of p	product pages		Category ?	Products		- >
ECOMMERCE SHOP				EXTRA PRODUCT MEDIA	BOMs		
Categories ?	(Fabrics / Seasonal x)			LATINA THOUGHT MEDIA	Longarming		
Out-of-Stock	Continue Selling			ADD A MEDIA	Miscellaneous		
Show Available Qty					Products Repair		
Reserve Inventory	0.00				_GIFT CARD		
Out-of-Stock Messag	e						
SALES DESCRIPTION							
This note is added to	sales orders and invoices.						

11 You need to check the information to make sure it is correct. Check to make sure the Product Type is a Storable Product. Check to make sure the Unit of Measure is "yd" if it is a bolt of fabric or "Units" if it is not on a bolt. Make sure the "Sale Price" is the same as on the item. Make sure the "Barcode" is the same as on the price tag.

Extra Prices	Go To Website	0.00 Yd On Hand	6.00 Vd Forecasted	→ In: 1 Out: 0	C Reordering Rul	Bill Of Materials	More -
	Can be Purchased						
General Informatio	Attributes & Variants	s Sales Purchase In	ventory Reviews				
Product Type ?	Storable Product	>		Sales Price ?	\$ 12.99		
Invoicing Policy?	Ordered quantities				(= \$ 13.96 Incl. Taxes)		
	Storable products are physi	ical items for which you manag	ge the inventory level.	Compare to Price ?	\$ 0.00		
and the second	You can invoice them befor	re they are delivered.		Customer Taxes?	(Mokena IL Tax 🗙		
Unit of Measure ?	yd			Cost ?	\$ 6.15 per yd		
Purchase UoM ?	yd			Product Category	All / Discountable / Fabric		
				Internal Reference	5223 11		
				Barcode	202501001733		
				Product Tags			
INTERNAL NOTES							
This note is only for	internal purposes.						

12 Save. Your item should now be able to be scanned in the register. You should be good to go and can skip the rest of this document.

Products / [5223 11]	Love Bloor	ms Lace 5223 11 @	s ) >					Action 2
PRINT LABELS UPDATE	E QUANTITY	REPLENISH	anually					
Extra	Prices	Go To Website	HI.50 Yd On Hand	Forecasted	$\begin{array}{c} \underset{\text{Out:}}{\leftarrow} 1\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\$	C 0 Reordering Rul	Bill Of Materials	More -
🗹 Can I	LOVE BIO	oms Lace 522	ubscription Product					
Gener	al Information	Attributes & Variants	Sales Purchase Inve	entory Accounting Rev	riews			
UPSELL 8	k CROSS-SELL				POINT OF SALE			
	k CROSS-SELL	Recommend when 'Addi	ng to Cart' or quotation		POINT OF SALE			
Optiona		Recommend when 'Addi Suggested accessories in	-					
Optiona	I Products ?		the eCommerce cart		Available in POS ?			
Optiona Accesso Alternat	I Products ? ry Products ?	Suggested accessories in	the eCommerce cart		Available in POS ? To Weigh With Scale ?	0		
Optiona Accesso Alternat	I Products <sup>?</sup> ry Products <sup>?</sup> ive Products <sup>?</sup> ERCE SHOP	Suggested accessories in	the eCommerce cart		Available in POS <sup>?</sup> To Weigh With Scale <sup>?</sup> Category <sup>?</sup> EXTRA PRODUCT MEDIA	0		
Optiona Accesso Alternat ECOMME	I Products <sup>?</sup> ry Products <sup>?</sup> ive Products <sup>?</sup> ERCE SHOP ies <sup>?</sup>	Suggested accessories in Displayed in bottom of p	the eCommerce cart		Available in POS <sup>?</sup> To Weigh With Scale <sup>?</sup> Category <sup>?</sup>	0		
Optiona Accesso Alternat ECOMME Categori Out-of-S	I Products <sup>?</sup> ry Products <sup>?</sup> ive Products <sup>?</sup> ERCE SHOP ies <sup>?</sup>	Suggested accessories in Displayed in bottom of p (Fabrics / Seasonal X)	the eCommerce cart		Available in POS <sup>?</sup> To Weigh With Scale <sup>?</sup> Category <sup>?</sup> EXTRA PRODUCT MEDIA	0		
Optiona Accesso Alternat ECOMME Categori Out-of-S Show Av	I Products <sup>?</sup> ry Products <sup>?</sup> ive Products <sup>?</sup> RRCE SHOP ies <sup>?</sup> itock	Suggested accessories in Displayed in bottom of p	the eCommerce cart		Available in POS <sup>?</sup> To Weigh With Scale <sup>?</sup> Category <sup>?</sup> EXTRA PRODUCT MEDIA	0		



The following section is only need if you need to correct an ARCHIVED product.

**13** If you scanned in your barcode and no item came up, check to see if it has been archived. Click "Filters"



#### 14 Click "Archived"



#### **15** If the item shows up, click on it



### **16** Once in the itme, Click "Action"

	oms Lace 5223 11					0	Action 2 1/1 < >
ATE QUANTITY	REPLENISH						
xtra Prices	Go To Website	6.00 Yd On Hand	60.00 Yd Forecasted	→ In: 1 Out: 0	C Reordering Rul	Bill Of Materials	More -
	OOMS LACE 522		ory Reviews				1800 B
luct Type ?	Storable Product			Sales Price ?	\$ 12.99		
S	Ordered quantities Storable products are physical i You can invoice them before th		ne inventory level.	Compare to Price ? Customer Taxes ?	(= \$ 13.96 Incl. Taxes) \$ 0.00 (Mokena IL Tax ¥)		
	yd			Cost?	\$ 0.00 per yd		
of Measure ?				Product Category	All / Discountable / Fabric		
	yd			Internal Reference Barcode	5223 11 202501001733		

## 17 then Click "Unarchive"

DATE QUANTIT	Y REPLENISH						Unarchive Duplicate
) Extra Prices duct Name	Go To Website	Solution Constant Con	6.00 Yd Forecasted		C 0 Reordering Rul	Bill Of Materials	Delete Generate Pricelist Report Publish On Website Unpublish On Website
	Can be Purchased	s Subscription Product	ventory Reviews				****
duct Type ?	Storable Product			Sales Price ?	\$ 12.99		
icing Policy?	Ordered quantities				(= \$ 13.96 Incl. Taxes)		
	Storable products are physi	ical items for which you manag	ge the inventory level.	Compare to Price ?	\$ 0.00		
	You can invoice them befor	re they are delivered.		Customer Taxes ?	(Mokena IL Tax 🗙		
of Measure?	yd			Cost ?	\$ 0.00 per yd		
hase UoM ?	yd			Product Category	All / Discountable / Fabric		
				Internal Reference	5223 11		
				Barcode	202501001733		
				Product Tags			
				5			

# **18** Check to see if the Available in POS is checked, if not, Click the "Available in POS?" field.

	REPLENISH						
Extra Prices	Go To Website	On Hand	Forecasted	$\rightleftharpoons$ In: 1 Out: 0	C Reordering Rul	Bill Of Materials	More -
🖸 Ca be Sold 🖾 d	Coms Lace 522	ubscription Product					
General Information	Attributes & Variants	Sales Purchase Ir	nventory Accounting Re	eviews			
UPSELL & CROSS-SELL				POINT OF SALE			
Optional Products ?		ing to Cart' or quotation		Available in POS? (			
Accessory Products ?	Suggested accessories in						
Alternative Products ?	Displayed in bottom of	product pages					
ECOMMERCE SHOP				EXTRA PRODUCT MEDI	A		
Categories <sup>2</sup>	(Fabrics / Seasonal 🗙)			ADD A MEDIA			
Out-of-Stock	Continue Selling			AUD A MILDIA			
Show Available Qty							
Reserve Inventory	0.00						
Out-of-Stock Message							
SALES DESCRIPTION							
This note is added to	sales orders and invoices.						

#### **19** Click "General Information"

PRINT LAB	ELS UPDATE QUANTITY	REPLENISH						
	Extra Prices	Go To Website	0.00 Yd On Hand	60.00 Yd Forecasted	$\rightleftharpoons$ In: 1 Out: 0	C 0 Reordering Rul	▲ 0 Bill Of Materials	More -
		oms Lace 522 In be Purchased Is Su Attributes & Variants	ubscription Product	ventory Reviews				
	UPSELL & CROSS-SELL				POINT OF SALE			
	Optional Products ?	Recommend when 'Addi	ng to Cart' or quotation		Available in POS ?	٥		
	Accessory Products ?	Suggested accessories in	the eCommerce cart		To Weigh With Scale ?			
	Alternative Products?	Displayed in bottom of p	roduct pages		Category ?	Products		
	ECOMMERCE SHOP				EXTRA PRODUCT MEDIA			
	Categories ?	(Fabrics / Seasonal X)						
	Out-of-Stock	Continue Selling						
	Show Available Qty							
	Reserve Inventory	0.00						
	Out-of-Stock Message							

20 There is information you need to make sure is correct. Check to make sure the Product Type is Storage Product. Check to make sure the Unit of Measure is "yd" if it is a bolt of fabric or "Units" if it is not on a bolt. Make sure the "Sale Price" is the same as on the item. Make sure the "Barcode" is the same as on the price tag.

Extra Prices	Go To Website	On Hand	6.00 Yd Forecasted	$\rightleftharpoons$ In: 1 Out: 0	C Reordering Rul	Bill Of Materials	More -
	OOMS Lace 52						
General Informatio	n Attributes & Variants	Sales Purchase In	ventory Reviews				
Product Type ?	Storable Product	>		Sales Price ?	\$ 12.99		
Invoicing Policy <sup>2</sup>	Ordered quantities				(= \$ 13.96 Incl. Taxes)		
	Storable products are physi	ical items for which you mana	ge the inventory level.	Compare to Price ?	\$ 0.00		
the second se	You can invoice them befor	re they are delivered.		Customer Taxes ?	(Mokena IL Tax X		
Unit of Measure ?	yd			Cost ?	\$ 6.15 per yd		
Purchase UoM ?	yd			Product Category	All / Discountable / Fabric		
				Internal Reference	5223 11		
				Barcode	202501001733		
				Product Tags			
INTERNAL NOTES							
This note is only for	internal purposes.						
	ote Ø Activities						

21 Since the item was archived, you will need to go into the BARCODE module to adjust the inventory quantity to its proper value.