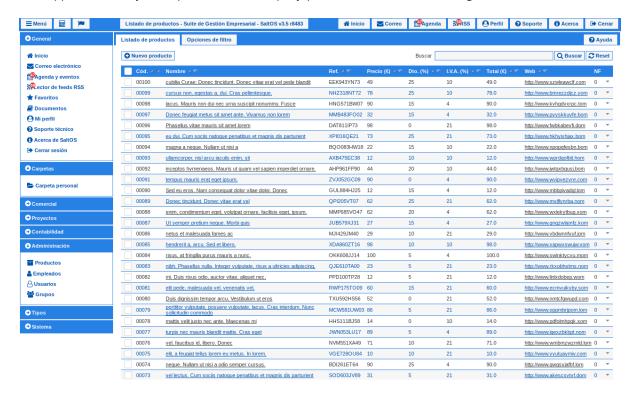
# **Produce**

This application lets you keep track of all company products have in their catalog.



## **Product List**

In the list of products you can find the most important pillars of registration:

- Ref.: Numeric code that identifies the product.
- Name: Product name.
- Ref.: Internal reference product.
- Price (€): Pre-tax economic product.
- Extra. (%): Discount performing at the sale of this product.
- VAT rate (%): VAT rate to be applied to the sale of the product.
- Total (€): Total amount applying discounts and tax.
- Web: Product Information web page.
- MF: Number of files linked to this product.

### **Listing Options**

On each record. You can perform a series of actions that are represented by the following icons:

• Q 🖋 🛍 Check / Edit / Delete Record.

### **Filter Options**

For more information about the filter options listed in the ayuda general.

### **Product form**

This is the application of products, it can add, modify and view all product data classified in different tabs: main data, attachments, data on the registry modifications and assignments to folders.

#### **Product Details Tab**

In this tab you can view and modify the main product data. Here we relate all information fields.



- Name (\*): Name given to the product.
- Ref.: Internal reference product
- Description: Description of the product.
- Price (€) (\*): Product price before applying tax.
- Extra. (%): Discount carried out in this product.
- VAT rate (%): VAT to be applied to the purchase.
- Dimensions: Physical Dimensions of the product.
- Weight: Total weight of the product.
- Web: Product web tab.
- Volume: Total volume of the product.

- Current photo: Current image of the product.
- **New photo:** To change the image of the product.
- (\*) Required when creating or modifying a product fields.

### **Attachments tab**

For more information about the filter options listed in the ayuda general.

## **New Files Tab**

For more information about the filter options listed in the ayuda general.

# **Registry Data Tab**

For more information about the filter options listed in the ayuda general.

## **Tab Folders**

For more information on Folder Options ayuda general.