1. **Inventory**

* **Supplies**
* **New supply**
* **Adjustment of quantities**

If any of the quantity is faulty or we want to remove some quantity of the given product, we can adjust it.

* **Items list**
* **Second, Add items**

we have to add the new items,

In which following are the things that required must to be input and others are optional

***Required***

* **Category**
* **Item name**
* **Sku**
* **State**
* **Item type**
* **Stock management**
* **Sale price**

***Optional***

* **Alternative name**
* **Barcodes**
* **Barcode type**
* **Action in the event of expiry**
* **Department**
* **Expiration date**
* **Automatically generate a label**
* **Enable stock alerts**
* **Threshold for alert**
* **Tax type**
* **Tax**
* **Promotional price**
* **Discount ends**
* **Start of promotion**
* **Features**

Then we can save the item and go back to list to see the list of items

* **Add grouped products**
* **Import items**
* **Taxes list**

see the lists of taxes.

* **Add tax**

We can add taxes.

***Required***

* Tax name
* Tax rate

***Optional***

* Description
* **Categories list**
* **First, Add a category**

First we have to add the categories so the items can be categorized

There **category name** is required

We can also select the parent category if we had add the category before this and this category will be sub category of that parent category.

Save and go back to list

If we want to add a supply of any item, first add the data of new supplier and make list of suppliers.