How to Add a Scale Item

If the Product is in the Database:

1. Click the **Product** tab in ADM.

2. Select **Global Products** from the drop-down menu.

3. Find the product using the *Search* field.

4. Click on the **product** to select it.

5. Choose **EACH** or **POUND** in the *Unit Of Measure* field.

6. Choose **YES** in the *Weigh* field.

7. Add the **tare weight of your container**. The unit of measure is set to Pound. Enter the weight in decimal converted from ounces to pounds.

8. Click **Save**.

Update Locations:

9. Click to the **Location** tab in ADM.

10. Choose your **location**.

11. Scroll to the **Update Prices** button to make your changes immediately available on the kiosk.

If the Product is <u>not</u> in the Database:

1. Click the **Product** tab in ADM.

2. Select **Global Products** from the drop-down menu.

3. Click **Create New** button on the right side of the page.

4. Complete the following fields:

   - **Name**

   - **Short Name**

   - **Category 1**

   - **Scancode**

   - **Price**
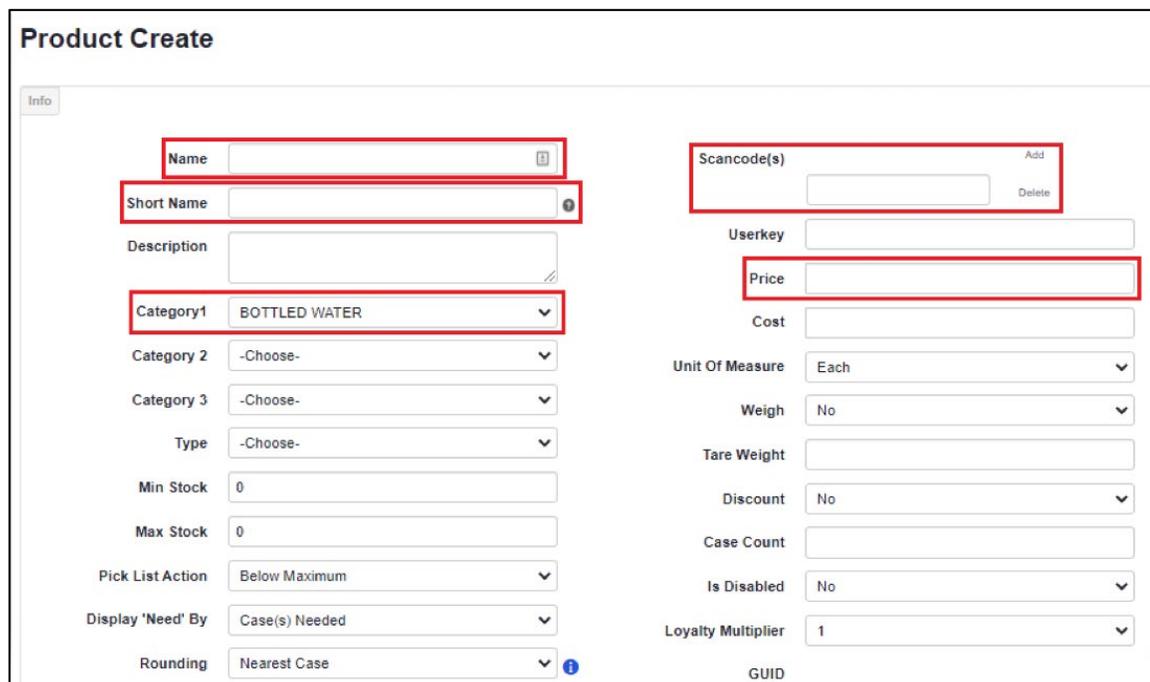
3. Follow steps one through eight in the **If the Product is in the Database:** section above.