

# 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.

### Product Summary

**Name**

**Short Name**

**Description**

**Category1**

**Category 2**

**Category 3**

**Type**

**Min Stock**

**Max Stock**

**Pick List Action**

**Display 'Need' By**

**Rounding**

**Scancode(s)**

**Userkey**

**Price**

**Cost**

**Unit Of Measure**

**Weigh**

**Tare Weight**

**Discount**

**Case Count**

**Is Disabled**

**Loyalty Multiplier**

**GUID** d22bb80452e21e68ad3b9a25c5ed4da0

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**.

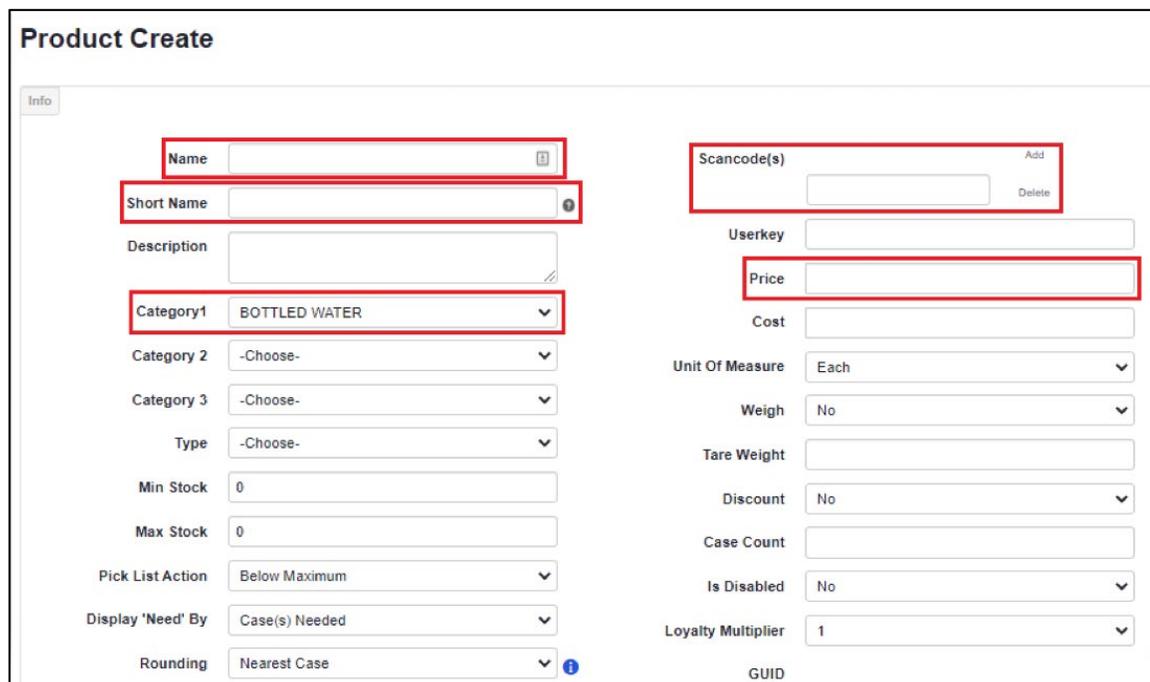
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11. Scroll to the **Update Prices** button to make your changes immediately available on the kiosk.



## If the Product is not 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**



**Product Create**

Info

Name

Short Name

Description

Category1 **BOTTLED WATER**

Category2

Category3

Type

Min Stock

Max Stock

Pick List Action

Display 'Need' By

Rounding

Scancode(s)  Add Delete

Userkey

**Price**

Cost

Unit Of Measure

Weigh

Tare Weight

Discount

Case Count

Is Disabled

Loyalty Multiplier

GUID

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