

# How-To Guide Configuring a Merchandise Product

Document Type: External

Document Version: 2.0

Date: 09/10/2023

Author: Thilini Sayakkara

# Table of Contents

Table of Contents .....	2
Introduction .....	3
Overview .....	3
Configuration Steps.....	4
Configuring a Merchandise Product .....	4
General tab – General sub-tab.....	5
General tab – Label sub-tab.....	6
General tab – Information sub-tab .....	7
General tab – Product Group sub-tab .....	8
General tab – Selling Codes sub-tab .....	8
Merchandise Tab .....	8
Merchandise tab – General sub-tab .....	9
Merchandise tab – Inventory sub-tab .....	10
Merchandise tab – Dimensions sub-tab .....	11
Merchandise tab – Warranty sub-tab.....	11
Merchandise tab – Movements sub-tab.....	12
Prices Tab .....	13
Product – Product Media Tab .....	15
Broadcasting .....	15
About This Document .....	16
Current Document Version information.....	16
Document Context .....	16
Document Inquiries.....	16
Document History .....	17

# Introduction

Product configuration defines the Product range by specifying a Product ID and defining the properties that determine how the Product is processed within the application. While the Enactor solution offers a range of Product Types, the purpose of this guide is to provide an understanding of the options and capabilities available when configuring a Merchandise Product.

The Merchandise Product Type represents the basic, tangible, sellable Product, the sale of which involves relation to an actual, physical object and therefore, may involve Inventory Management Processing and related inventory configuration.

Merchandise Products also involve configuration and processing relating to physical characteristics such as Dimensions, Warranty provisions, Seasonality and Product Images.

## Overview

This guide will cover the configuration for the following:

- **Merchandise Product** – Allows configuring a Product of type Merchandise Product. This includes updating Product Images, Product Prices, and Product Groups.

## Prior Training / Experience

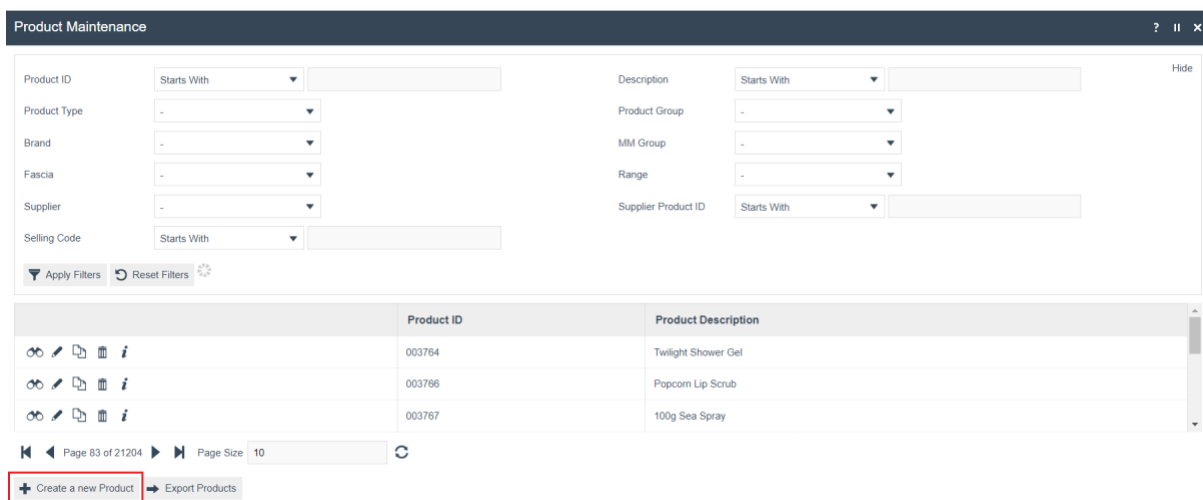
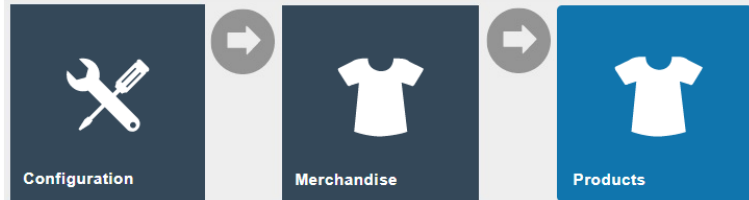
You should be familiar with the following:

- Estate Manager Configuration
- Data Broadcasting

# Configuration Steps

## Configuring a Merchandise Product

The Product Maintenance application can be accessed through:  
Configuration -> Merchandise -> Products



To create a new Merchandise Product, select **Create a new Product** on the Product Maintenance page.

Select **Merchandise Product** from the Product Type drop-down.

No selection should be made for **Template**. This document covers how to manually configure the mandatory and common settings relating to a Merchandise Product.

Enter a unique **Product ID** which can be alphanumeric and contain a maximum of 20 characters.

## Product Maintenance

You are adding a new product, please enter the ID:

Product Type	Merchandise Product
Template	-
Product ID	74673498

[← Back](#) [+ Create](#)

Select **Create**.

**Note:** The Product ID cannot be changed once the Product has been created.

Numerous tabs and sub-tabs are presented under Product Maintenance. This guide focuses on the core aspects and primarily on General, Merchandise, Prices, and Product Media.

### General tab – General sub-tab

The General tab records all the basic information that captures the identity of the Merchandise Product.

Product Maintenance

[Save](#) [Cancel](#)

You are editing Merchandise Product 74673498 : Samsung Galaxy Tab 4 7.0.

**General** | Selling Options | Alternative | Tenders | Tax | Merchandise | Prices | Location | Supplier | Attributes | Product Media

**General** | Label | Information | Product Group | Product Sale Region | Selling Codes | Product Lists

Product Description\*  1  2

Product Long Description 

Samsung Galaxy Tab 4 7" on EE pay as you go. Experience this supremely portable, kid friendly tablet on the UK's biggest and fastest 4G network.

3  4

Product Long Description URL

Product Information URL

Product External Reference

Image (Preloaded)  7 [Test Image](#)

Image URL  8 [Test Image](#)

Fascia

Sale Start Date

Sale End Date

Product Status  9

Fiscal Product Reference

Template  [Change Template](#)

\* Denotes Mandatory

Set the appropriate values on the **General** tab as follows:

	Configuration	Description
1.	Product Description	Enter a user-friendly, meaningful name for the Product that can be alphanumeric with a maximum of 30 characters.
2.		Select the locale in the second field from a dropdown list of all configured locales.
3.	Product Long Description	Enter a long description of the Product, if necessary, that can be alphanumeric with a maximum of 30 characters.
4.		Select the Locale in the second field from a dropdown list of all configured Locales.
5.	Product Long Description URL	Enter a URL pointer to an externally defined, usually HTML-formatted, description of the Product.
6.	Product Information URL	Enter a URL pointer to an externally defined, usually HTML-formatted, set of information of the Product.
7.	Image (Preloaded)	Select the ID of an image from the drop-down list to choose the Product display image. Images are managed through Image Maintenance (this is described in a separate How-to Guide).
8.	Image URL	Add a URL that points to an externally stored image.
9.	Product Status	Select an appropriate status of the Product from a drop-down list populated with Product Statuses configured in Product Status Maintenance.

### General tab – Label sub-tab

The Label sub-tab records all the information that captures text description of the Product suitable for printing in labels pertaining to the Merchandise Product.

## Product Maintenance

Save Cancel

You are editing Merchandise Product 74673498 : Samsung Galaxy Tab 4 7.0.

General Selling Options Alternative Tenders Tax Merchandise Prices Location Supplier Attributes Product Media

General **Label** Information Product Group Product Sale Region Selling Codes Product Lists

Product Label

Samsung Galaxy Tab 4 7" on EE pay as you go.  
Experience this supremely portable, kid-friendly tablet  
on the UK's biggest and fastest 4G network.

English (UK)

Set the appropriate values on the Label tab as follows:

Configuration	Description
Product Label	Enter text identifier for the Product suitable for use in a label, that can be alphanumeric with a maximum of 200 characters.
	Select the Locale in the second field from a dropdown list of all configured Locales.

## General tab – Information sub-tab

The Information sub-tab records extended information of the Merchandise Product such as technical specifications and any distinctive Product characteristics.

## Product Maintenance

Save Cancel

You are editing Merchandise Product 74673498 : Samsung Galaxy Tab 4 7.0.

General Selling Options Alternative Tenders Tax Merchandise Prices Location Supplier Attributes Product Media

General Label **Information** Product Group Product Sale Region Selling Codes Product Lists

Product Information

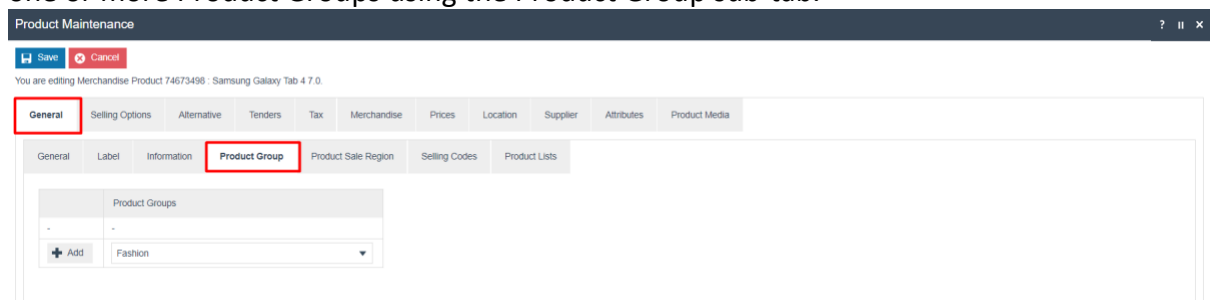
English (UK)

Set the appropriate values on the **Information** tab as follows:

Configuration	Description
Product Label	Enter information about the Product available for presentation to the POS Operator and/or the Customer, that can be alphanumeric with a maximum of 500 characters.
	Select the Locale in the second field from a dropdown list of all configured Locales.

## General tab – Product Group sub-tab

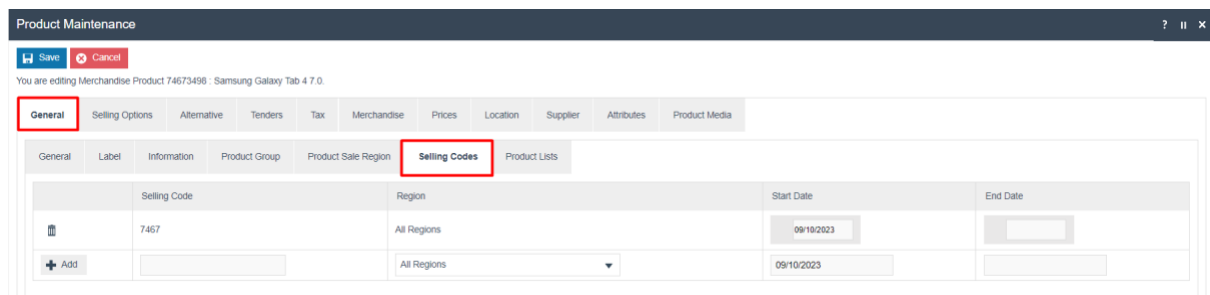
Product Groups are defined in Groups configuration and a Product may be associated with one or more Product Groups using the Product Group sub-tab.



Configured Product Groups will be populated to the dropdown list and clicking on Add after dropdown list selection will add the Product to the selected Product Group. One Product could be mapped to many Product Groups.

## General tab – Selling Codes sub-tab

A Selling Code essentially is an alias for the Product ID, which uniquely identifies the Product. Selling Codes are regionalised in that different Selling Codes can be defined for the same Product, for different regions.



Enter an arbitrary but unique code as the Selling Code, select the appropriate Region, define the applicable duration of the Selling Code, and click Add.

For more information on Selling Codes, refer to the How-to Guide on Selling Codes.

## Merchandise Tab

The Merchandise tab applies only to Merchandise Products and captures properties relating to its configuration. Configurations can be added in five different sub-tabs which are discussed below.



## Merchandise tab – General sub-tab

The General sub-tab records all the high-level merchandising aspects of the Product.

Product Maintenance

Save
Cancel

You are editing Merchandise Product 74673498 : Samsung Galaxy Tab 4 7.0.

General
Selling Options
Alternative
Tenders
Tax
Merchandise
Prices
Location
Supplier
Attributes
Product Media

General
Inventory
Dimensions
Warranty
Movements

MM Group SAMSUNG - SAMSUNG ▼

Brand - ▼

Range - ▼

Season - ▼

Measure System - ▼

Sales Units - ▼

Standard Cost Price £0.00

Standard Margin 0%

Allow For Loan

Allow Customer Order

Set the appropriate values on the **General** tab as follows:

Configuration	Description
MM Group	Select the appropriate MM Group from a dropdown list of all configured MM Groups. Products are associated with Merchandise Management Group identifiers and ordered into a hierarchal categorisation of the Business' Product Range (configuring MM Groups are covered in a separate How-to Guide).
Brand	Select the applicable Brand from a dropdown list of all configured Brands.
Range	Select the applicable Range from a dropdown list of all configured Ranges.
Season	Select an applicable Season from a dropdown list of all configured Seasons if the Product associates with a specific Season.
Measure System	Select a Measure System if applicable from a dropdown list of all configured Measure Systems.

Sales Units	The applicable Sales Units will be determined based on the selection for previous field Measure System. Select the appropriate Sales Unit if applicable.
Standard Cost Price	Enter a Numeric value for the cost price of this Product.
Standard Margin	Enter a Numeric value ranging from 0-100 percentage representing the margin for this Product.
Allow For Loan	Checkbox, if marked true indicates that this Product can be loaned.
Allow Customer Order	Checkbox, if marked true indicates that this Product can be ordered by a Customer.

## Merchandise tab – Inventory sub-tab

The Inventory sub-tab records inventory related aspects of the Product.

Product Maintenance

Save Cancel

You are editing Merchandise Product 74673498 : Samsung Galaxy Tab 4 7.0.

General Selling Options Alternative Tenders Tax **Merchandise** Prices Location Supplier Attributes Product Media

General **Inventory** Dimensions Warranty Movements

Is Stocked

Inventory Management Type

Allow Purchase Order

Customer Order Only

Direct To Store Delivery

Purchase Order Start Date

Purchase Order End Date

Properties captured in the Inventory Sub-Tab are described in the following table:

Configuration	Description
Is Stocked	Checkbox, if marked true indicates that Stock Levels of this Product should be managed.
Inventory Management Type	Dropdown list selection from all configured Inventory Management Types.
Allow Purchase Order	Checkbox, if marked true indicates that Purchase Orders may be raised for this Product.
Customer Order Only	Checkbox, if marked true indicates that this Product may only be purchased by Customer Order (not sold from stock).
Purchase Order Start Date	Defines a Start Date after which it is permissible to raise Purchase orders.

Purchase Order End Date	Defines an End Date after which it is no longer permissible to raise Purchase orders.
Inventory Units	Dropdown list selection from all configured Units defined for the Measure System configured for this Product.

### Merchandise tab – Dimensions sub-tab

The Dimensions sub-tab provides for the capture of the Dimensions of the Product. The Units of these dimensions currently are open to the business to determine, although the choice should be consistently applied.

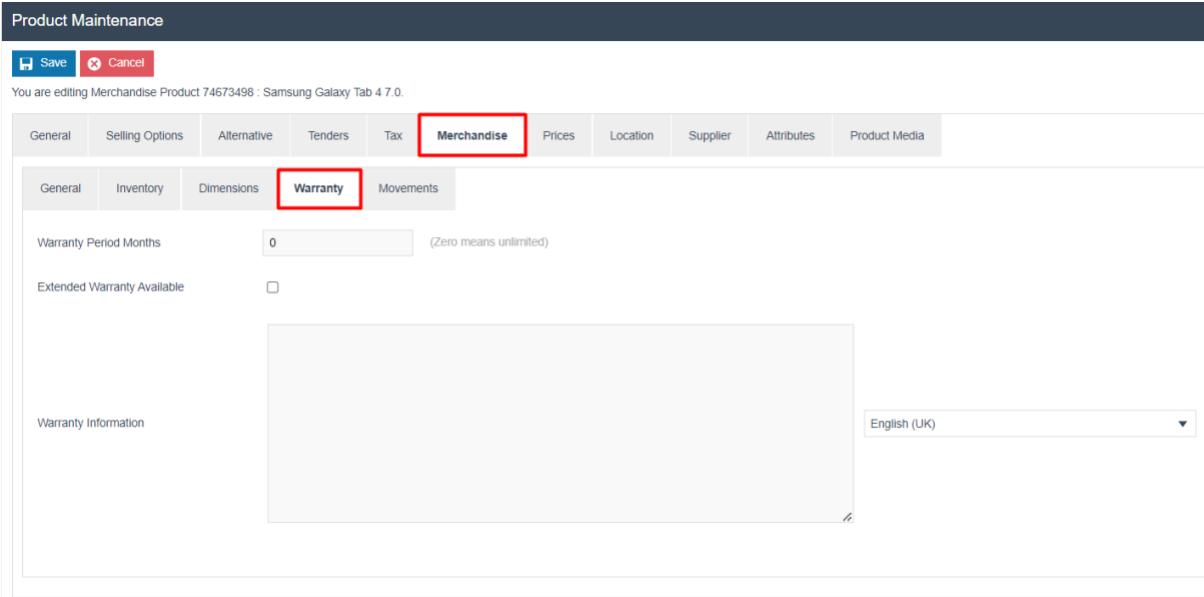
The screenshot shows the 'Product Maintenance' interface for 'Samsung Galaxy Tab 4 7.0'. The 'Merchandise' tab is selected, and the 'Dimensions' sub-tab is active. The sub-tab contains the following fields:

General	Inventory	Dimensions	Warranty	Movements
Height		<input type="text" value="0"/>		
Length		<input type="text" value="0"/>		
Width		<input type="text" value="0"/>		
Weight		<input type="text" value="0"/>		
Size Description		<input type="text"/>		

Properties captured are the Height, Length, Width and Weight as numeric values along with an arbitrary name if applicable, which is alphanumeric.

### Merchandise tab – Warranty sub-tab

This tab captures Warranty Information for the Product.

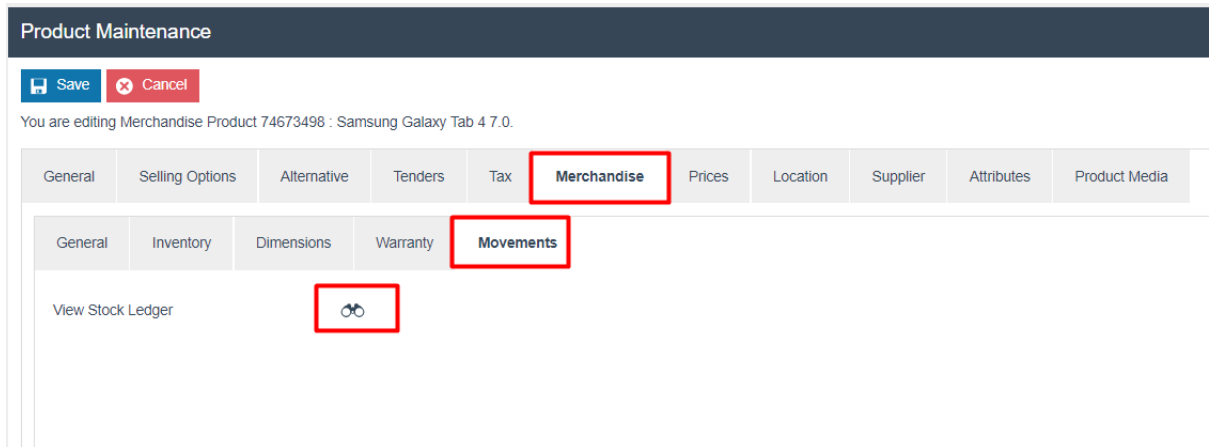


Properties captured in the Warranty Information Sub-Tab are described in the following table:

Configuration	Description
Warranty Period Months	Numeric value. The period of the standard warranty this Product (Zero means unlimited).
Extended Warranty Available	Checkbox, if marked true indicates that the option is available to extend the warranty on this Product.
Warranty Information	A body of text information pertaining to the Product Warranty.

### Merchandise tab – Movements sub-tab

The Movements Sub-Tab provides access to view the stock ledger for the selected Product.



Clicking on the binocular icon will open the Stock Ledger Details for the Product.

## Prices Tab

The Prices tab records all the price details of the Product.



Product Maintenance ? || X

Save Cancel

You are editing Merchandise Product 74673498 : Samsung Galaxy Tab 4 7.0.

General | Selling Options | Alternative | Tenders | Tax | Merchandise | **Prices** | Location | Supplier | Attributes | Product Media

The following prices are defined for this product

	Store	Price Group	Currency	Start Date	End Date	Price Type	Price Change Id	Price Change Type	Price Context	Price
 	0009		Pounds Sterling	07/11/2014, 01:00		Retail Unit				£249.99
<b>+ Add</b>										

Page 1 of 1 | 10

Select Add, and the Product Price Maintenance screen opens as shown below:

Product Price Maintenance

Please enter following details for the new Product Price

Product ID:  **1**

Location:  **2**

Price Group:  **3**

Currency:  **4**

Start Date:      **5**

End Date:      **6**

Price Type:  **7**

Price Context:

Back + Create

Set the appropriate values on the Product Price Maintenance as follows:

	Configuration	Description
1.	Product ID	Product ID of the product whose price is being configured, will be automatically populated if accessed through the Prices tab in Product Maintenance.
2.	Location*	Select the appropriate Location from the dropdown list. Do not select if a Price Group is already set.
3.	Price Group*	Select the appropriate Price Group from the dropdown list.
4.	Currency	Select the applicable currency from the drop-down list.

5.	Start Date	Defines the date from when the configured Product price is applied. Defaults to the date of creation of the Product price entry.
6.	End Date	Defines the end date the configured Product price is applicable. Defaults to indefinite.
7.	Price Type	Select Retail Unit from the dropdown list.

\* Location and Price Group are mutually exclusive selections and cannot be set at the same time.

Select Create.

The following options are presented to complete creating the new Product price:

Enter a positive numeric value for the Product price and select Save. The EM returns to the Prices tab of Product Maintenance application where the configured Product Price is visible with options to edit or delete it.

Store	Price Group	Currency	Start Date	End Date	Price Type	Price Change Id	Price Change Type	Price Context	Price
United Kingdom	Pounds Sterling	09/10/2023, 00:00			Retail Unit				£249.99

## Product – Product Media Tab

The Product Media tab captures the Product Media associated with the Product that may be used by the POS.

The screenshot shows the 'Product Maintenance' window with the 'Product Media' tab selected. The form contains the following fields:

Product Media ID	Media Type	Media Subtype	Name	Keywords	Product Image
74673498	Image	Thumbnail			

Set the appropriate values on the Product Media Tab as follows:

Configuration	Description
Product Media ID	Enter a user-defined identifier that can be alphanumeric with a maximum of 30 characters; for the Product Media Entity which either stores the URL or a reference to an image uploaded using Image Maintenance. (Covered in detail in How-to Guide – Configuring Product Media )
Media Type	Select an appropriate Media Type from a drop-down list. (Image or Image URL)
Media Subtype	Select an appropriate Media Subtype from a drop-down list. (Thumbnail, Medium Image, Large Image, Main Thumbnail, Main Medium Image, or Main Large Image)

Select Save.

## Broadcasting

To deliver the configuration changes to the POS, broadcast the following entities. (some entities may not be applicable depending on the way the product has been configured – e.g. Measure System and Measure System Unit Conversion aren't required for products not sold by a unit of measure)

- Group
- Image
- Image Category
- Measure System
- Measure System Unit Conversion
- Price Type
- Product
- Product Media
- Product Price
- Product Product Group
- Product Status
- Product Type
- Selling Codes

# About This Document

©2023 Enactor Ltd

All documents produced by Enactor Ltd are supplied to customers subject to Copyright, commercial confidentiality and contractual agreements and must not be copied or transferred without permission.

The amendment history of this document can be found in the table below.

## Current Document Version information

Document Version 1.0

Product Version 2.7

## Document Context

This document is part of the Enactor Product Documentation Series. All Enactor products include a comprehensive documentation set designed to improve understanding of the product and facilitate ease of use.

## Document Inquiries

At Enactor we aspire to producing the highest quality documentation to reflect and enhance the quality of our product. If you find that the document is inaccurate or deficient in any way, please assist us in improving our standard by letting us know.

For matters of document quality or any other inquiries regarding this document please contact:

By Email: [documentation@enactor.co.uk](mailto:documentation@enactor.co.uk)



# Document History

The following versions of the document have been produced:

VERSION	STATUS	ISSUE DATE	AUTHOR	REASON FOR ISSUE
1.0	Initial Draft	05/11/21	Thilini Sayakkara	Initial version
2.0	Reviewed Document	09/10/2023	Rasangi De Silva	Update and revision