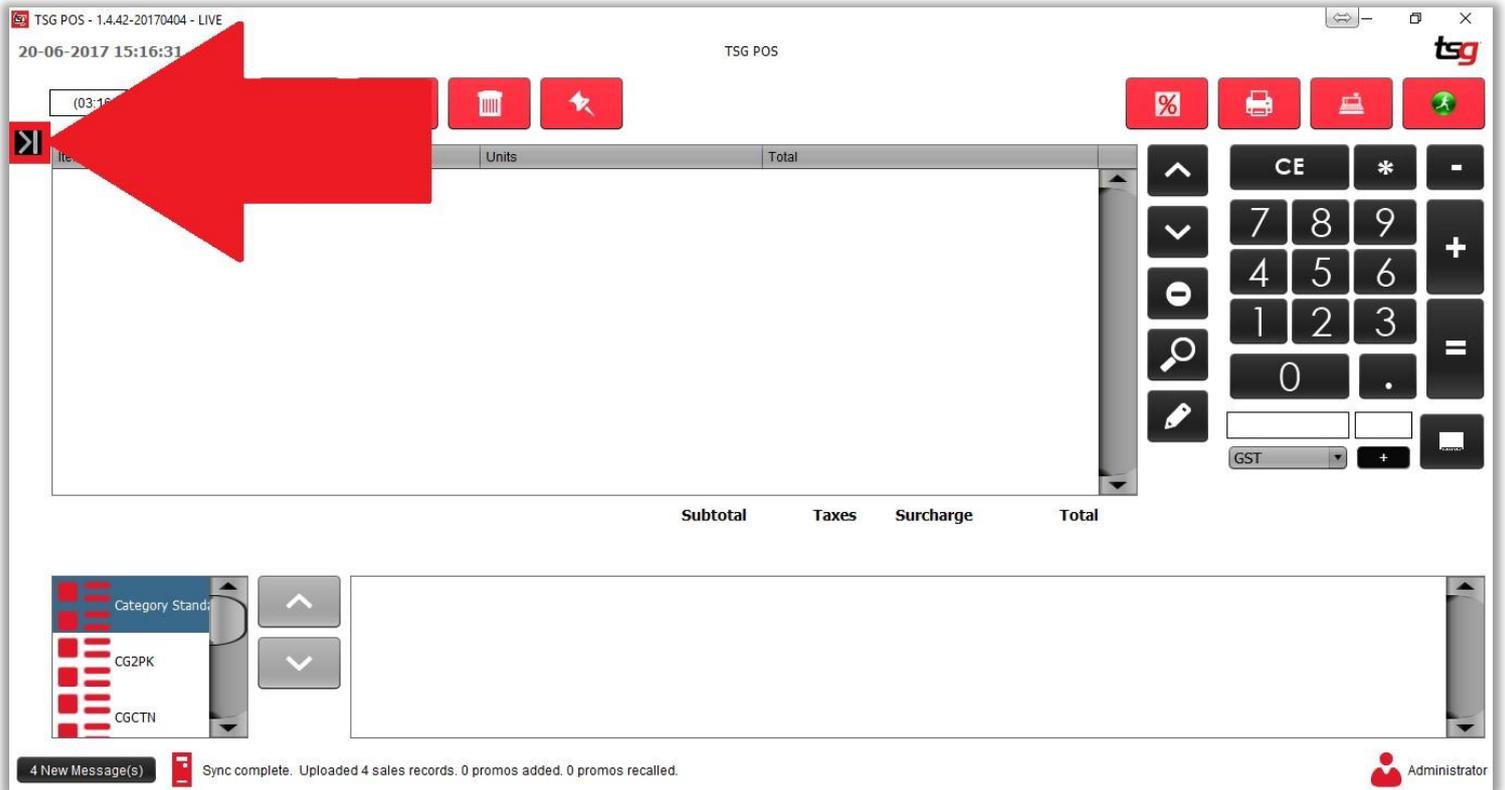




How to enable/disable a product/sub-category/category/supplier ?

# 1. How to Activate/Deactivate Products

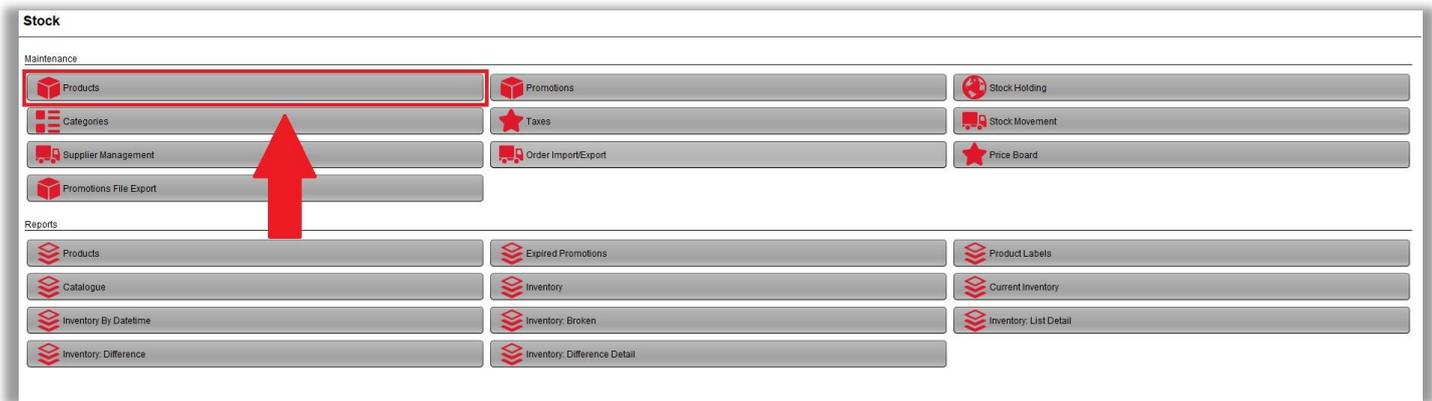
Touch the Black Arrow.



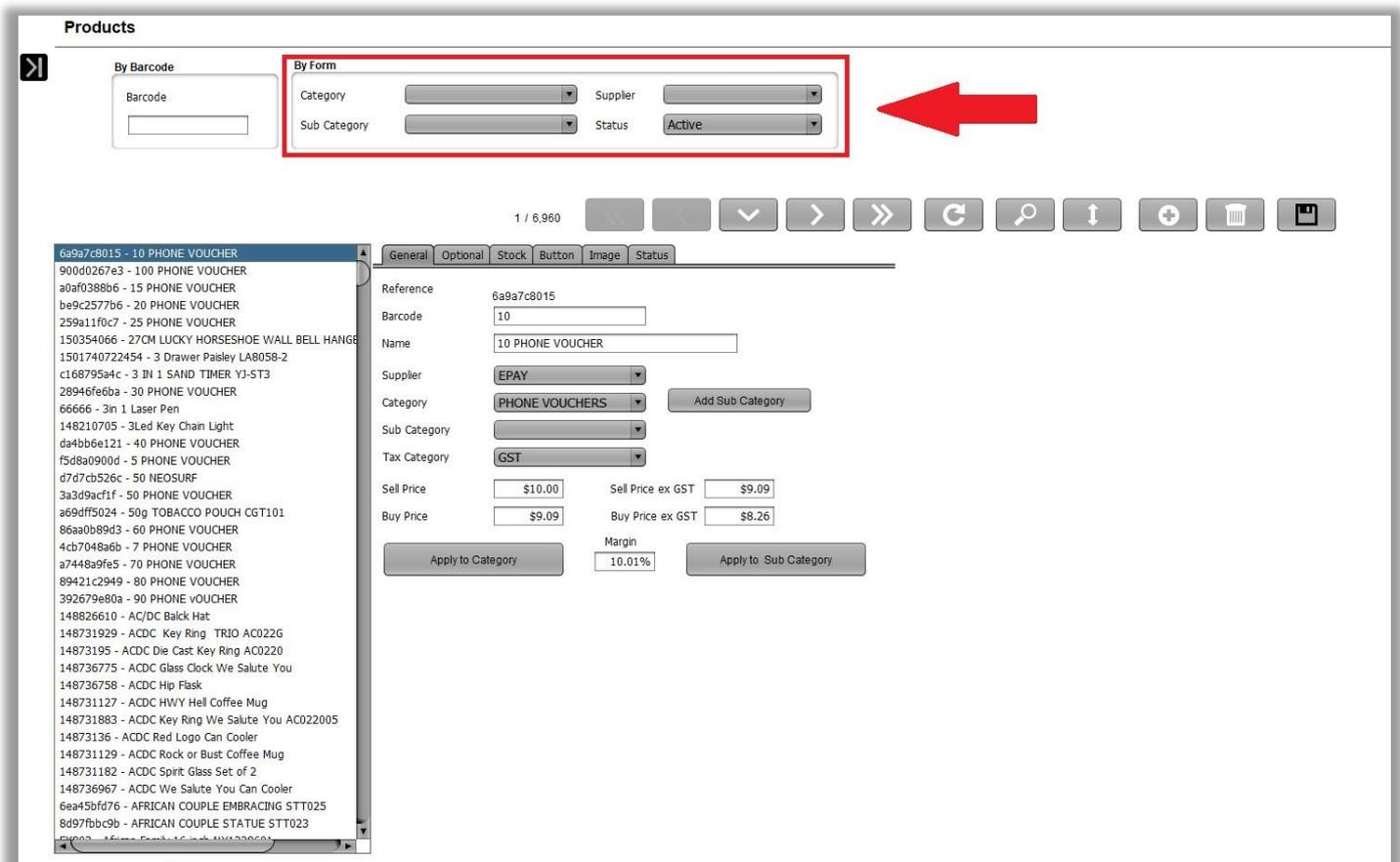
Touch the "Stock" button



Touch the "Products" button



Filter through and choose a product to Active/Deactivate



Find deactivated product by choosing inactive in the status filter.

**Products**

By Barcode: Barcode

By Form: Category  Supplier  Status **Active**

1 / 6,960

6a9a7c8015 - 10 PHONE VOUCHER

90d0267e3 - 100 PHONE VOUCHER  
 a0a0388b6 - 15 PHONE VOUCHER  
 be9c2577b6 - 20 PHONE VOUCHER  
 259a11f0c7 - 25 PHONE VOUCHER  
 150354066 - 27CM LUCKY HORSESHOE WALL BELL HANG  
 1501740722454 - 3 Drawer Paisley LA8058-2  
 c168795a4c - 3 IN 1 SAND TIMER YJ-ST3  
 28946fe6ba - 30 PHONE VOUCHER  
 66666 - 3in 1 Laser Pen  
 148210705 - 3Led Key Chain Light  
 da4bb6e121 - 40 PHONE VOUCHER  
 f5d8a0900d - 5 PHONE VOUCHER  
 d7d7cb526c - 50 NEOSURF  
 3a3d9acf1f - 50 PHONE VOUCHER  
 a69dff5024 - 50g TOBACCO POUCH CGT101  
 86aa0b89d3 - 60 PHONE VOUCHER  
 4cb7048a6b - 7 PHONE VOUCHER  
 a7448a9fe5 - 7 PHONE VOUCHER  
 89421c2949 - 80 PHONE VOUCHER  
 392679e80a - 90 PHONE VOUCHER  
 148826610 - AC/DC Balck Hat  
 148731929 - ACDC Key Ring TRIO AC022G  
 14873195 - ACDC Die Cast Key Ring AC0220  
 148736775 - ACDC Glass Clock We Salute You  
 148736758 - ACDC Hip Flask  
 148731127 - ACDC HWY Hell Coffee Mug  
 148731883 - ACDC Key Ring We Salute You AC022005  
 14873136 - ACDC Red Logo Can Cooler  
 148731129 - ACDC Rock or Bust Coffee Mug  
 148731182 - ACDC Spirit Glass Set of 2  
 148736967 - ACDC We Salute You Can Cooler  
 6ea45bfd76 - AFRICAN COUPLE EMBRACING STT025  
 8d97fbc9b - AFRICAN COUPLE STATUE STT023

General Optional Stock Button Image Status

Reference: 6a9a7c8015  
 Barcode: 10  
 Name: 10 PHONE VOUCHER  
 Supplier: EPAY  
 Category: PHONE VOUCHERS   
 Sub Category:   
 Tax Category: GST  
 Sell Price: \$10.00 Sell Price ex GST: \$9.09  
 Buy Price: \$9.09 Buy Price ex GST: \$8.26  
 Margin: 10.01%

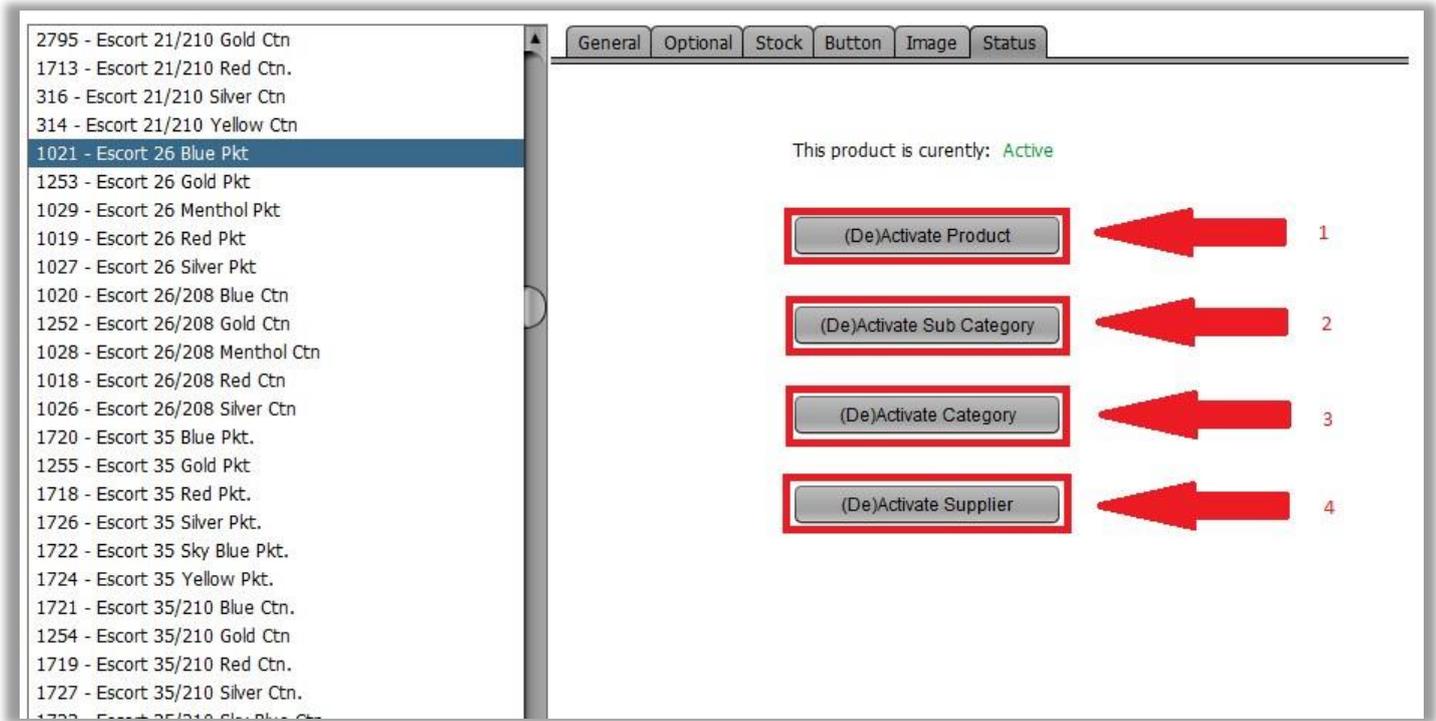
Select Status to “deactivate or activate” the product

2795 - Escort 21/210 Gold Ctn  
 1713 - Escort 21/210 Red Ctn.  
 316 - Escort 21/210 Silver Ctn  
 314 - Escort 21/210 Yellow Ctn  
 1021 - Escort 26 Blue Pkt  
 1253 - Escort 26 Gold Pkt  
 1029 - Escort 26 Menthol Pkt  
 1019 - Escort 26 Red Pkt  
 1027 - Escort 26 Silver Pkt  
 1020 - Escort 26/208 Blue Ctn  
 1252 - Escort 26/208 Gold Ctn  
 1028 - Escort 26/208 Menthol Ctn  
 1018 - Escort 26/208 Red Ctn  
 1026 - Escort 26/208 Silver Ctn  
 1720 - Escort 35 Blue Pkt.  
 1255 - Escort 35 Gold Pkt  
 1718 - Escort 35 Red Pkt.  
 1726 - Escort 35 Silver Pkt.  
 1722 - Escort 35 Sky Blue Pkt.  
 1724 - Escort 35 Yellow Pkt.  
 1721 - Escort 35/210 Blue Ctn.  
 1254 - Escort 35/210 Gold Ctn  
 1719 - Escort 35/210 Red Ctn.  
 1727 - Escort 35/210 Silver Ctn.  
 1723 - Escort 35/210 Sky Blue Ctn

General Optional Stock Button Image **Status**

This product is curenly: Active

Choose 1,2,3,4 depending of what you are trying to Deactive/Active



- 1 - Deactivate/Activate that product.
- 2 - Deactivate/Activate the whole subcategory that product is under.
- 3 - Deactivate/Activate the whole category that product is under.
- 4 - Deactivate/Activate the whole supplier that product is under.

## 2. Why we do it ?

- This is a new feature to disable inactive and discontinued products.
- Product that has been disable will not show in any product report
- Product that has been disable will not show in stock control report
- Product that has been disable will not show in the sales panel.

