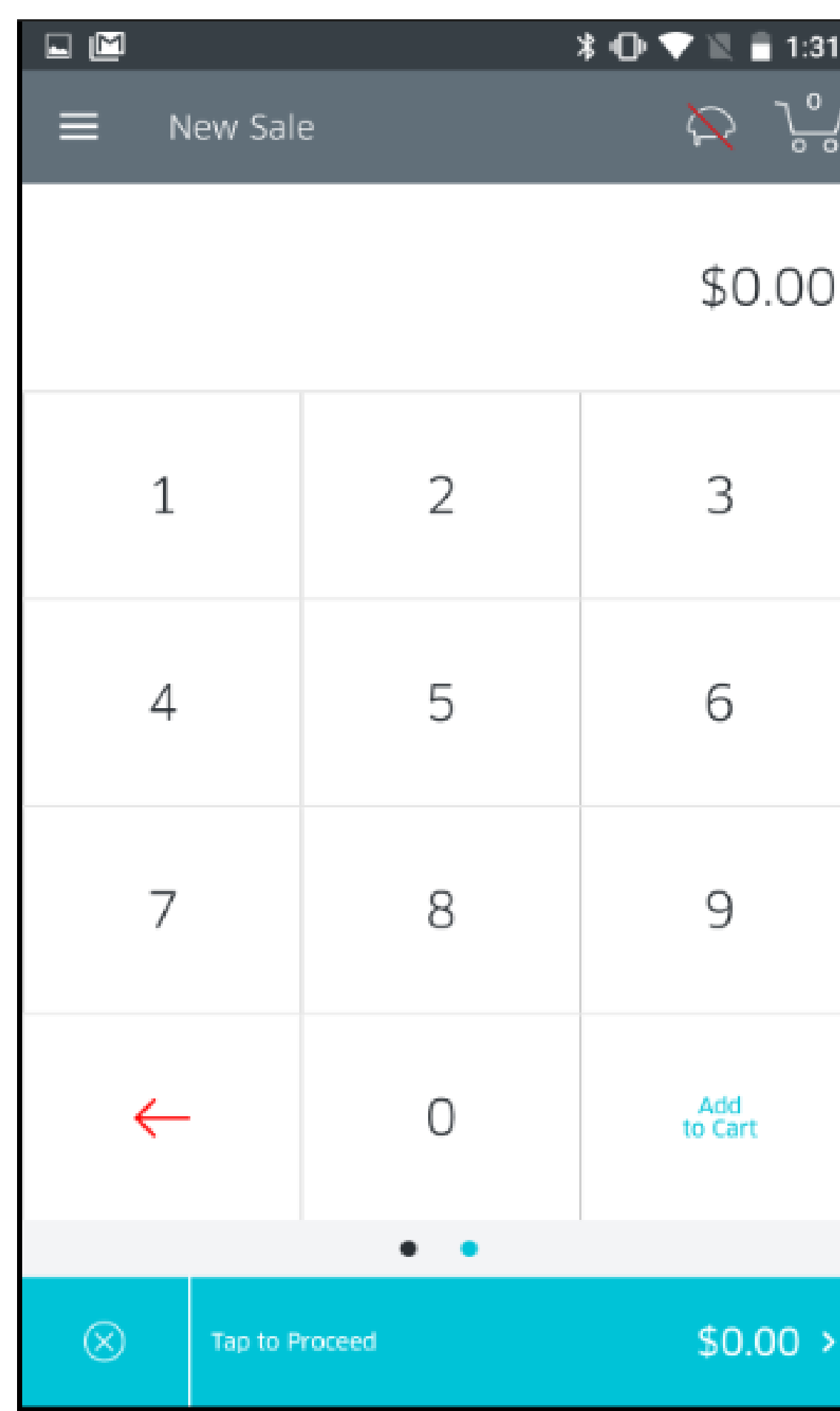


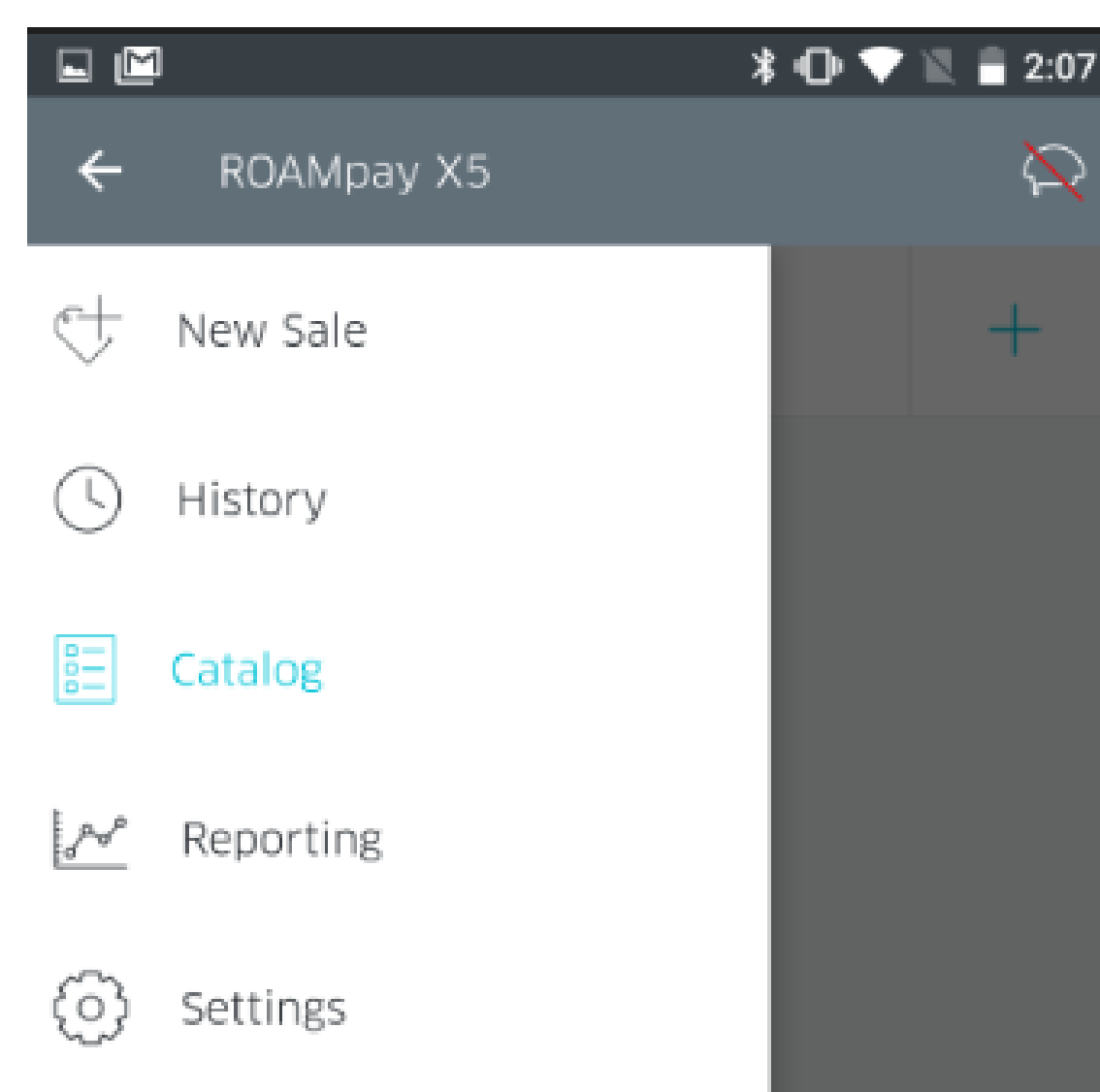
## How do I add items to the Catalog?

Posted: Oct 20, 2016

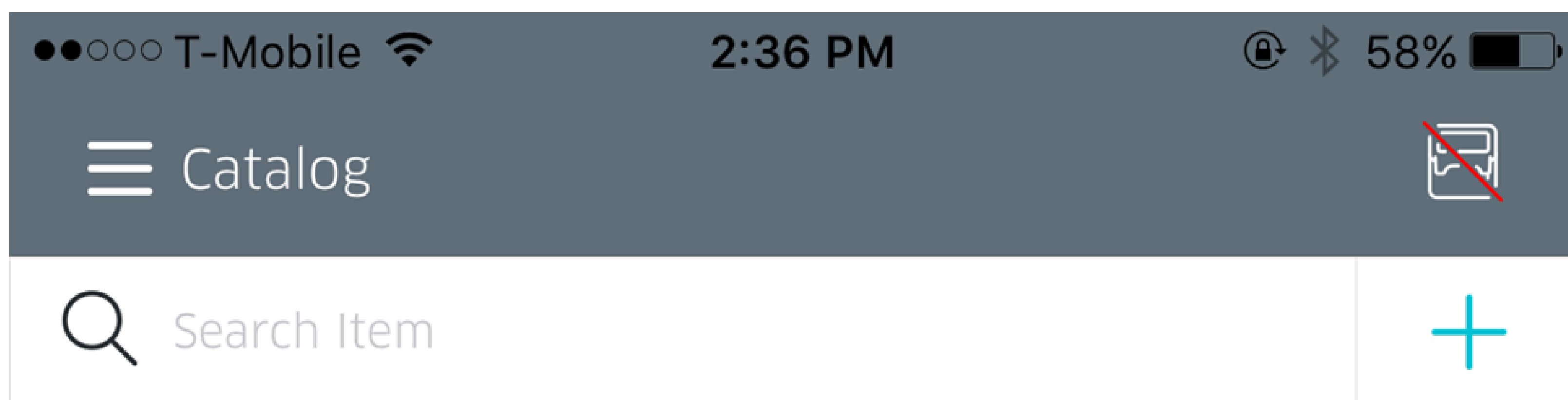
1. Go to the Cart screen.



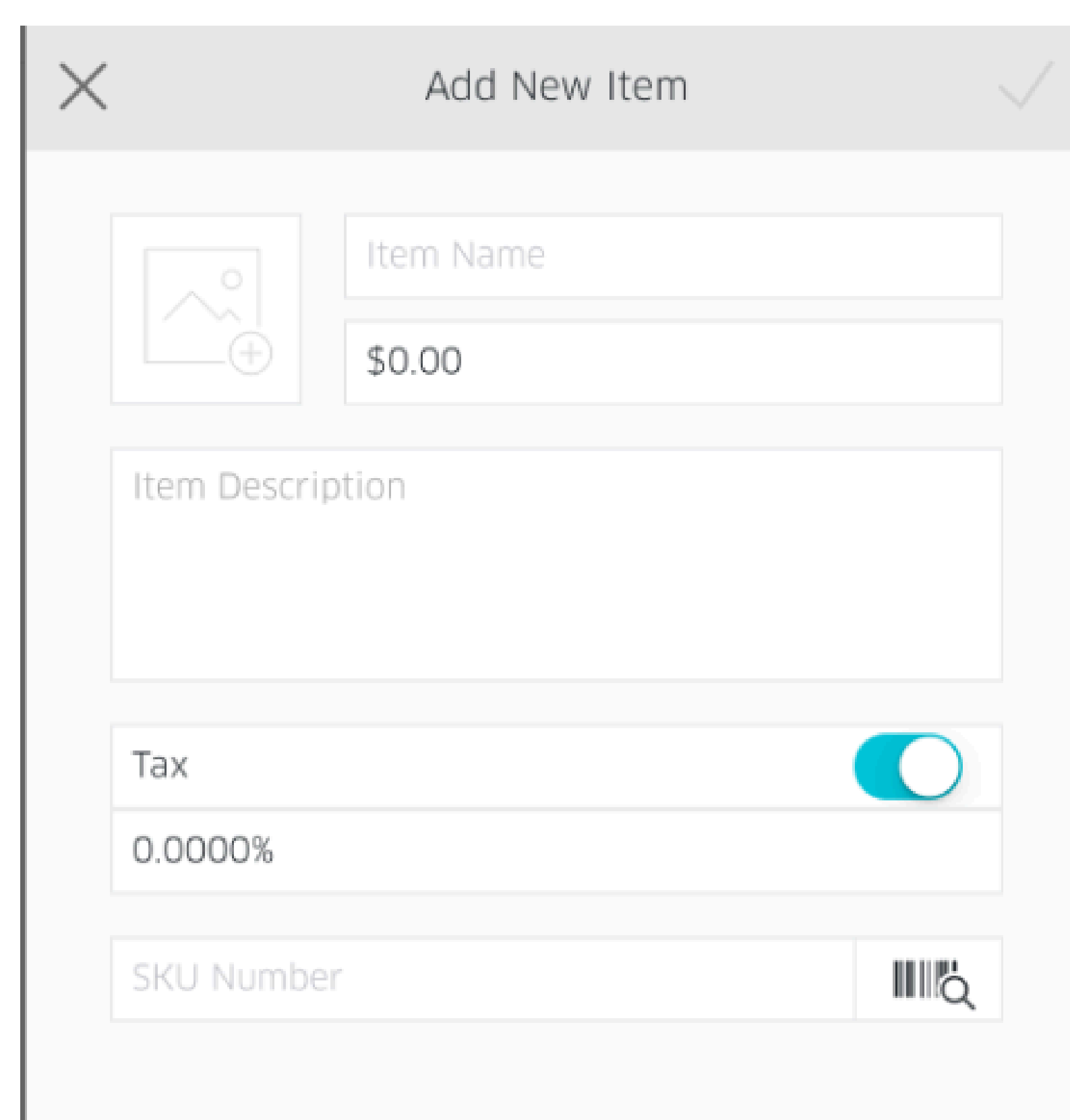
2. Tap the **Menu** icon on the top-left corner to go to the menu.
3. Tap the **Catalog** row



4. This will bring up the **Catalog** Screen



5. Tap **+** icon to open the Add New Item screen.



6. Enter item information
  - **Item Name** - Enter the name that you would like to appear in the catalog
  - **Price** - Enter the price which you would like associated with the item
  - **Item Description** - Enter a brief, optional message describing the item
  - **Tax** - Set the tax percentage associated with the item
  - **Avatar** - Tap the empty avatar button to add a picture you would like associated with the item.
    - **New Photo** - This will bring up the camera, where you will be able to take a photo for the item.
    - **Existing Photo** - This will bring up the camera roll, where you can select a pre-existing photo for association with the item.
  - **Scanning the SKU Number**
    - Tap the **Barcode Icon** next to the SKU Number field to launch the barcode scanner.
    - Use the view finder to focus on the barcode to be scanned.
    - After the barcode is successfully scanned you will return to the **Add New Item** screen, and the SKU number field will be populated.
7. Tap the **Check-mark** in the upper right hand corner to save.
8. The new item will be seen in the inventory.

