






## Creating an IN-STORE only product

In-store only products will appear on the POS system but not to a customer on the website. This is useful for a product where stock levels frequently change but you want to be able to scan barcodes.

Step 1. Duplicate an existing IN-STORE product. Use the search function to find one quickly. Ideally try and pick a product that is kind of similar to the new product as this will save you a little bit of time!

	Name	Stock	Price	Categories	Date	Facebook sync
<input type="checkbox"/>	 In-Store: 50cm x 60cm Canvas ID: 62091   <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>   <a href="#">Duplicate</a>	In stock	£10.50	Canvases, In Store	Published 2022/04/19 at 7:25 pm	Do not sync
<input type="checkbox"/>	 In-Store: 20cm x 60cm Canvas	In stock	£6.00	Canvases, In Store	Published 2022/04/19 at 7:23 pm	Do not sync
<input type="checkbox"/>	 In-Store: Easter Hanging Shape	In stock	£0.50	Easter, In Store	Published 2022/04/05 at 8:05 pm	Do not sync

**Pro Tip:** Use ctrl + click to open the product page in a new tab! This way you can come back to the product catalogue once you're finished.

Note that all In Store products are prefixed by In-Store: and they have a TCR logo instead of an image. Also, all the in store products should be in the in store category.

Once the new page loads, you can enter the title of the new product.

### Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

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Then scroll down to enter the price in the product details box (general tab). Then switch to the *Inventory* tab.

Leave 'Manage Stock' unticked as instore products are set to have an unlimited amount of stock available (as they can't be overpurchased as only available irl!)

Enter the barcode in the *barcode* field! If you are using a barcode scanner, make sure you click in the field to show the cursor and then you can scan the item to paste in the barcode.

As this product is only displayed on the POS, you don't need to set an image (it should be the tcr logo by default); however, you can add one if it helps!

The next step is to check the product is still in-store only! In the publish box in the top right corner, check it says hidden next to catalog visibility but it should say public next to visibility. You can click edit next to these to change.

Once you've made your changes, remember to save it! You need to do this by clicking the green *Publish* button.

Make sure you wait for the confirmation of update before you close this tab or navigate away!

This will say draft until you publish

Must say *Public*

Must say *Hidden*

Wait for the confirmation message (The preview it offers is only available to admin users!)

Make sure you click publish!

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