

How to manually create products - front end

This guide shows you how to manually create products in effectmanager front end with Master data, Chains, and Prices.



In effectmanager a product exists of 3 elements:

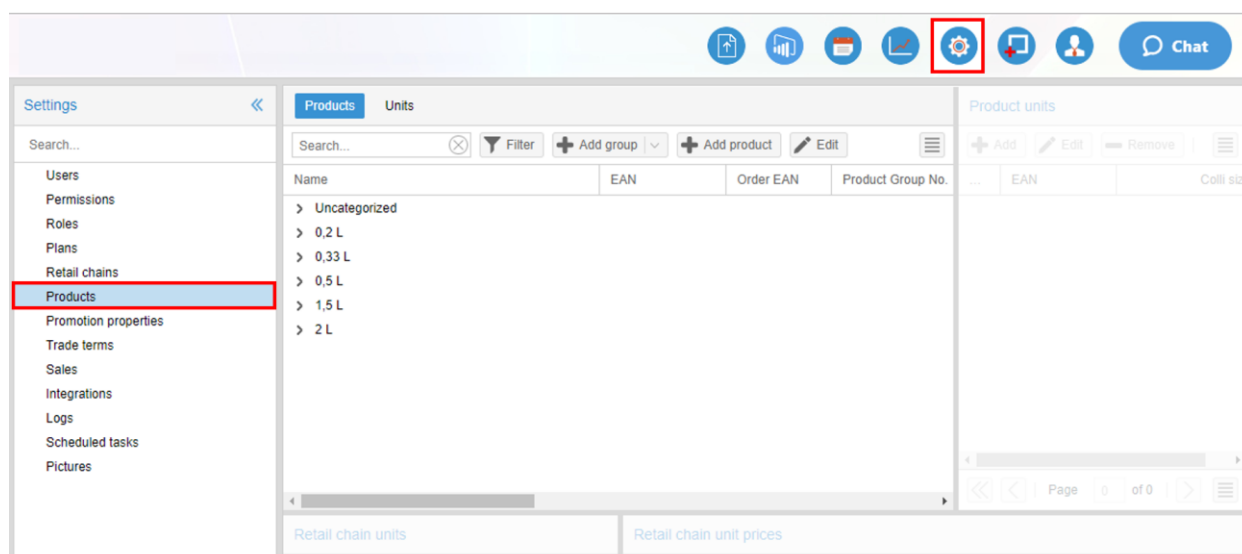
- Product Master data
- Retail Chain Units (*not of relevance if you do not have the promotion module*)
- Prices (*not of relevance if you do not have the promotion module*)

Products can be created directly in effectmanager front end or by using an export/import Excel-file.

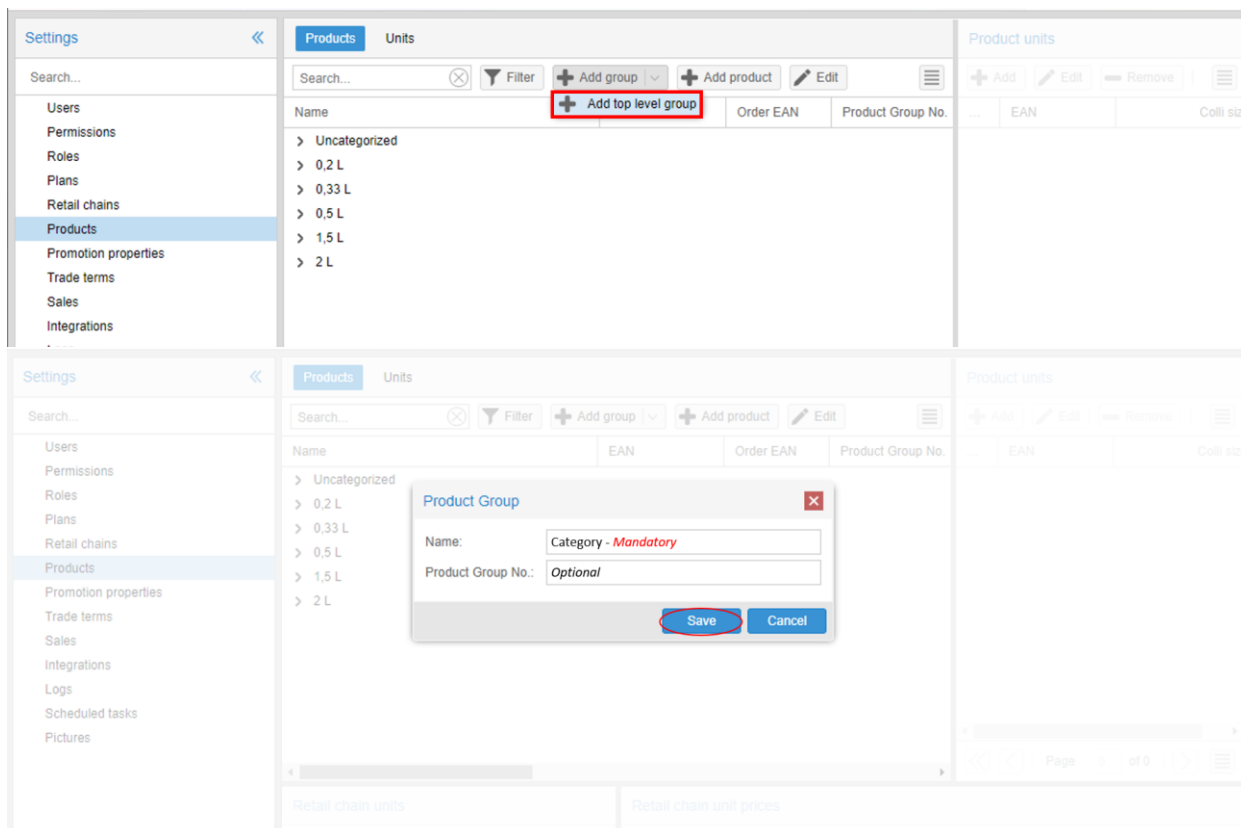
To create a product with an export/import file, please see our guide [How to manually create products - export file](#)

Product Master Data

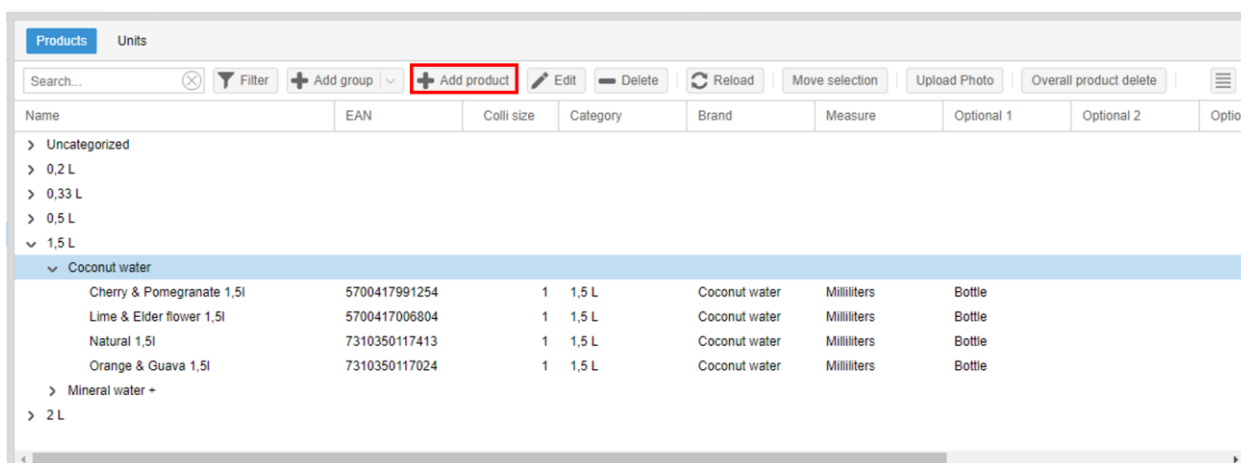
1. To create a new product in the effectmanager front end, in the top menu press *Settings* and then select *Products* in the side menu.



2. Before creating products, you must create categories. To do this press *Add group* and then select *Add top-level group*. In the pop-up window, input the name of the category and finish by pressing *Save*.



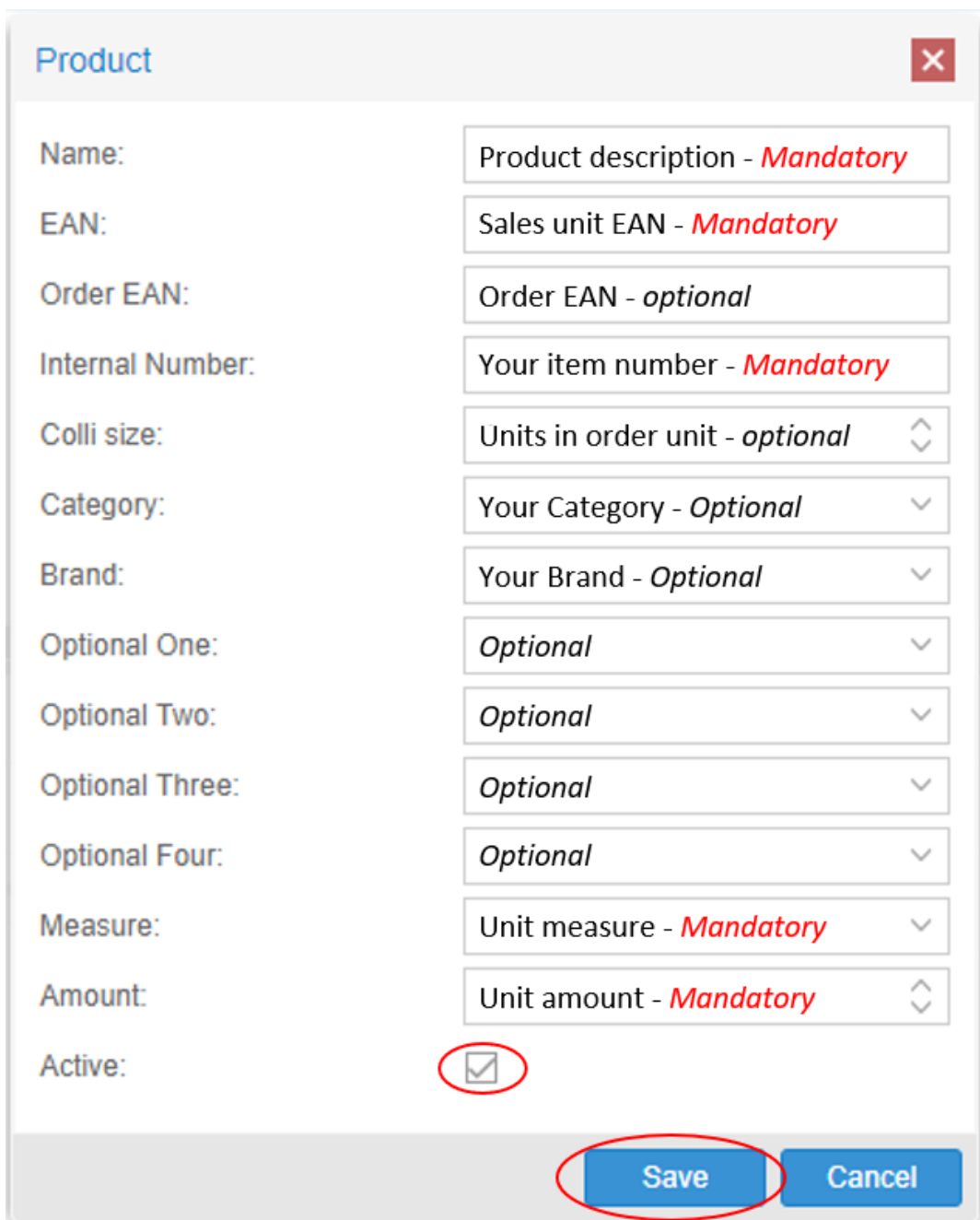
3. Select the category in which you want to create the new product - When marked with blue, the category is selected. To add a new product in the category, press *Add Product*.



4. In a pop-up window, input the master data, select *Active* and finish by pressing *Save*.

NB! The fields *Category*, *Brand*, *Optional 1*, *Optional 2*, *Optional 3*, and *Optional 4* are necessary if you have POS data. The POS data in the cube is categorized using these fields.

See our guide [How to maintain categorization of POS data](#)



The screenshot shows a 'Product' pop-up window with the following fields:

- Name: Product description - *Mandatory*
- EAN: Sales unit EAN - *Mandatory*
- Order EAN: Order EAN - *optional*
- Internal Number: Your item number - *Mandatory*
- Colli size: Units in order unit - *optional*
- Category: Your Category - *Optional*
- Brand: Your Brand - *Optional*
- Optional One: *Optional*
- Optional Two: *Optional*
- Optional Three: *Optional*
- Optional Four: *Optional*
- Measure: Unit measure - *Mandatory*
- Amount: Unit amount - *Mandatory*
- Active:

At the bottom, the 'Save' and 'Cancel' buttons are visible. The 'Active' checkbox and the 'Save' button are circled in red in the original image.

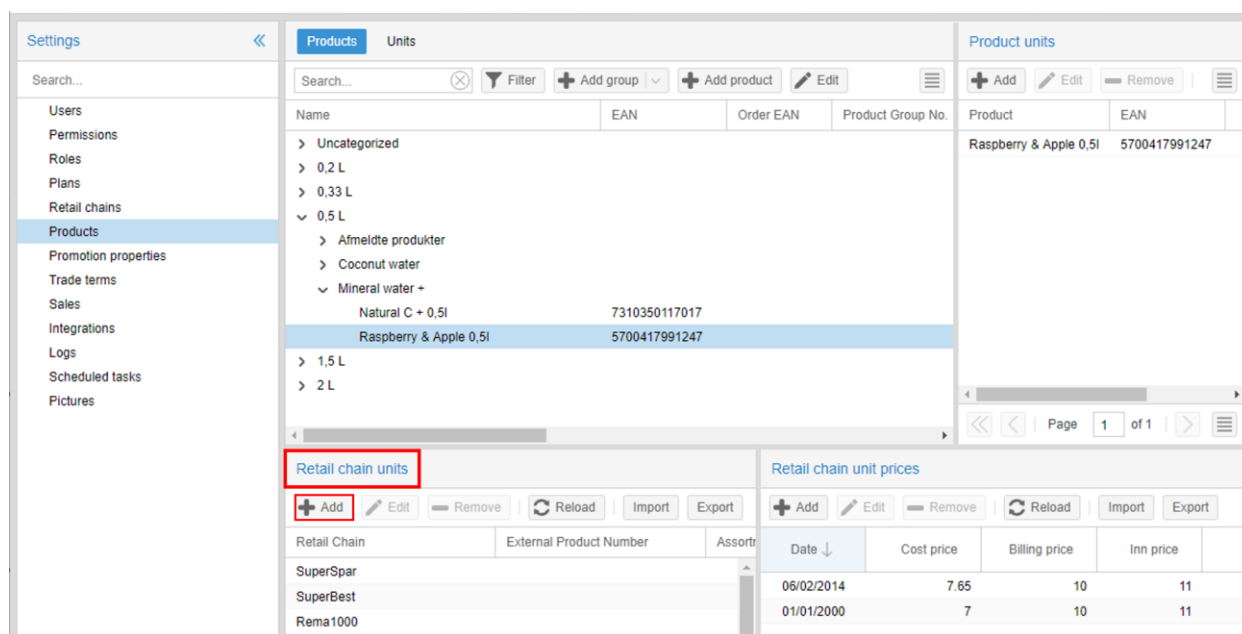
Retail Chains

This step is only necessary if you are using the promotion module in effectmanager.

5. After creating a product, you need to add chains. Select the product you want to add chains to. In the window go to *Retail chain units* and press *Add*.

Repeat until all desired chains have been created on the product or use the export/import file.

If you need to add/edit multiple chains for products, please see our guide for using the export/import file [here](#)

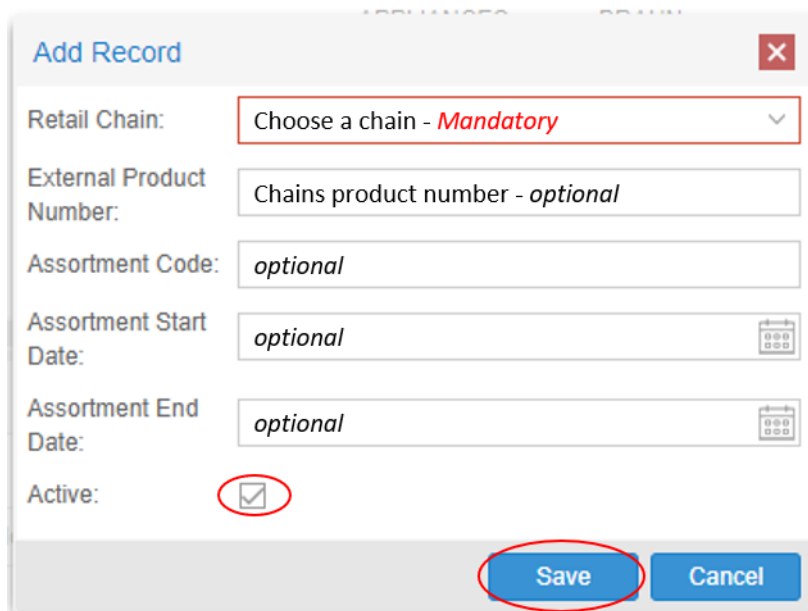


The screenshot shows the 'Products' section of the effect manager interface. The 'Retail chain units' tab is active, and the 'Add' button is highlighted with a red box. The interface displays a list of products and their associated retail chain units.

Retail Chain	External Product Number	Assort	Date ↓	Cost price	Billing price	Inn price
SuperSpar			06/02/2014	7.65	10	11
SuperBest			01/01/2000	7	10	11
Rema1000						

6. In a pop-up window put in the chain information, select *Active* and press *Save* - the chain is now created on the product.

The fields *Assortment Code*, *Assortment Start Date*, and *Assortment End Date* are optional and can be filled in if you want to use these.

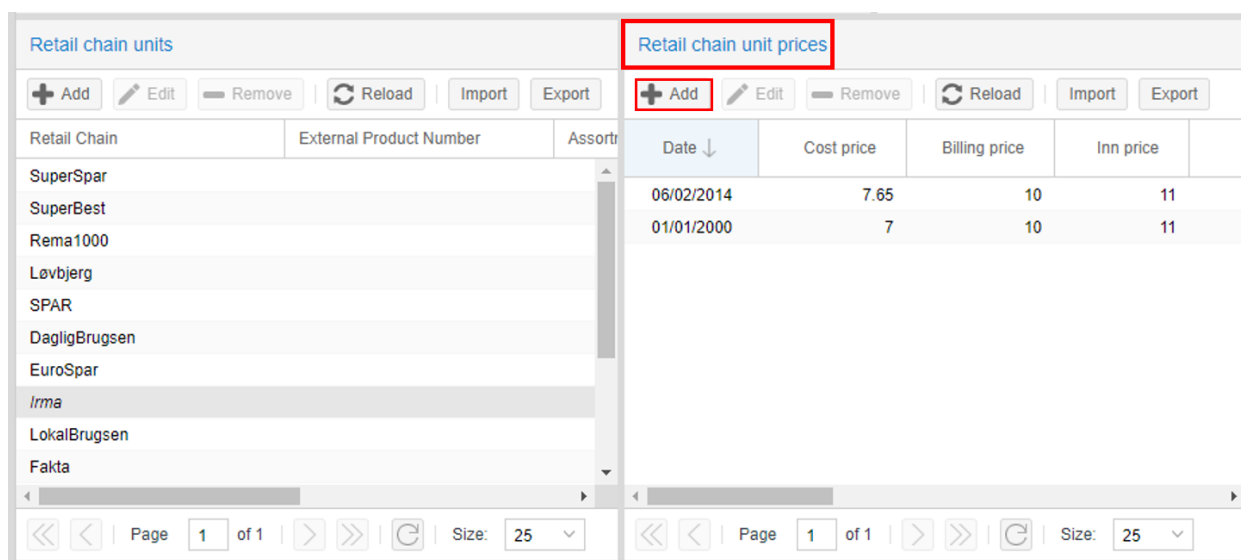


Retail chain units					
Retail Chain	External Product Number	Assortment Code	Assortment Start Date	Assortment End Date	Active
SuperBest					<input checked="" type="checkbox"/>
SPAR					<input checked="" type="checkbox"/>
Føtex					<input checked="" type="checkbox"/>
Netto					<input checked="" type="checkbox"/>
SuperSpar					<input checked="" type="checkbox"/>
Fakta					<input checked="" type="checkbox"/>
Kvickly					<input checked="" type="checkbox"/>
SuperBrugsen					<input checked="" type="checkbox"/>
EuroSpar					<input checked="" type="checkbox"/>
Rema1000					<input checked="" type="checkbox"/>
DagligBrugsen					<input checked="" type="checkbox"/>

Prices

This step is only necessary if you are using the promotion module in effectmanager.

7. After adding chains to the products, you need to add prices. In the window, mark the chain you want to add a price too. Go to *Retail chain unit prices* and press *Add*.



Retail Chain	External Product Number	Assortr	Date ↓	Cost price	Billing price	Inn price
SuperSpar			06/02/2014	7.65	10	11
SuperBest			01/01/2000	7	10	11
Rema1000						
Løvbjerg						
SPAR						
DagligBrugsen						
EuroSpar						
Irma						
LokalBrugsen						
Fakta						

8. In a pop-up window, put in the price information, and finish by pressing *Save*.

- **Cost price:** The price of manufacturing or ordering the products possibly with freight costs, tariff, and insurance. The price is excl. VAT per delivery unit.
- **Billing price:** The wholesaler's purchase price at the manufacturer incl. various costs, such as freight, etc. The price is excl. VAT per delivery unit.
- **Inn price:** The chain's purchase price at the manufacturer incl. various costs, such as freight, etc. The price is excl. VAT per delivery unit.

- **ESP:** The chain's sales price to consumers incl. VAT per sales unit.
- **ESP Promotion:** The chain's promotion sales price to consumers incl. VAT per sales unit.
- **VAT:** The products VAT - default is 25%. Select another value, if VAT is different from 25%.
- **Default unit cost:** The amount given by the vendor to the chain per item sold in connection with promotions. Unit costs are only registered on the product if it applies to all promotions. Specified excl. VAT per sales unit.
- **Default percentage cost:** The percentage amount of the billing price given by the supplier to the chain per sold unit in connection with promotions. Default percentage costs are only registered on the product if it applies to all promotions.
- **Elasticity:** Enter price elasticity if you have calculated these, otherwise enter 1.

Add Record [X]

Date: Price valid from date - *Mandatory* [Calendar icon]

Cost price: [Dropdown]

Billing price: [Dropdown]

Inn price: [Dropdown]

Freight: [Dropdown]

ESP: [Dropdown]

ESP Promotion: [Dropdown]

VAT: 25 [Dropdown]

Default unit cost: [Dropdown]

Default percentage cost: [Dropdown]

Elasticity: [Dropdown]

List Price: [Dropdown]

Tax: [Dropdown]

[Save] [Cancel]