

Managing Catalog Items

The **Catalog** section allows you to add new items to your list of products/services, as well as edit and delete the existing ones.

Adding items to catalog

To add new items, tap on the **Catalog** section and then select **Add item**.

Fill in all mandatory fields - **Name** and **Unit Price**. Optionally, you can add the product's **EAN**.

NOTE:

If you are applying any discounts on the item(s) when creating an invoice, you must provide the unit price value after **all** discounts have been calculated and applied. To do this, you can either update the price of the existing catalog item or create an additional item with the calculated discounted price.

Next, you need to select the appropriate tax labels that apply to this item. Once you have finished, tap the tick symbol in the top right corner to save the new item.

NOTE:

You must check with the Inland Revenue Services which tax rates apply to the products and services in your catalog. The app doesn't apply the current tax rates automatically.

Managing Catalog Items – Image showing how to add a new item

When you save the item, it will appear on the list of items in your catalog.

Managing Catalog Items – Image showing the list of items in catalog

Editing items in the catalog

To edit an existing item, tap on  icon below the item's name.

Managing Catalog Items - Image of the edit icon

When the form opens, just edit the information and save the item.

Searching for items from the catalog

There are two ways of searching for items:

1. You can search from the **View Items** section. Just tap on the search symbol in the top-right corner.

Managing Catalog Items - Image of the search catalog items section

You can search for items by their Name or EAN code. The search result will appear as you type.

Managing Catalog Items - Image of the searching results

2. For a more advanced search, you can use the **Search Items** section. You can search the catalog by item name, unit price, EAN number or specific tax labels.

To see the results, just tap on the tick icon in the top-right corner.

Managing Catalog Items - Image of the searching catalog items via Search Items

Deleting items from the catalog

To delete an existing item, tap on  icon below the item you wish to delete.

Managing Catalog Items - Image of deleting items from catalog

To complete the action, tap **Remove** in the confirmation box.

Managing Catalog Items - Image of confirming deleting items from catalog

Adding items to favorites

If you have items that are sold more often than others, you can add them to your favorites. This will enable you to add them to an invoice with just one tap (see [Creating Invoices](#)).

To add an item to favorites, tap on the star icon below the item's name. It will then turn into yellow.

Managing Catalog Items - Image of adding catalog items to favorites

Related Articles

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- [Sharing Invoices](#)