



Stock Definition

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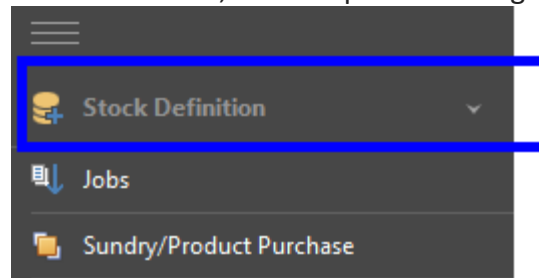
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1. Introduction

This guide details the process to set up your stock (Products, Sundries, Kits, and Product Unit and Price Lists)

To access this feature, click on **Stock Definition**, in the top of the Navigation Bar.



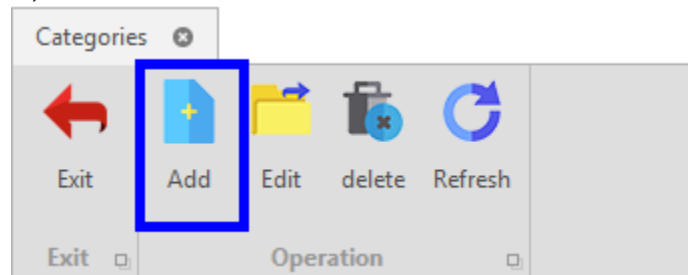
2. Categories

This section describes the process to follow to the categories that will be using for sundries and kits.

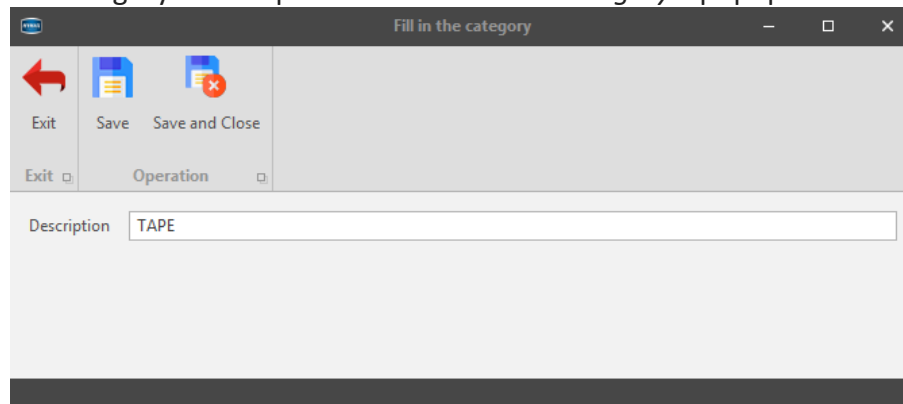
a. Add Category

To add a new category that will be used in creating sundries and kits:

- i. Click on Categories.
- ii. In the Menu bar, click on Add.



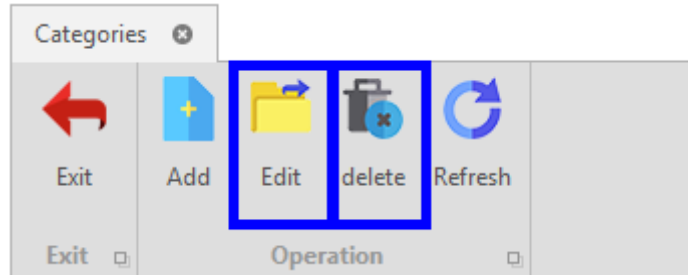
- iii. Enter the category's description in the *Fill in the category's* popup.



- iv. Click Save and Close to close the popup window upon saving.

b. Edit/Delete Category

To Edit or Delete a category, choose a category then one of the below options.

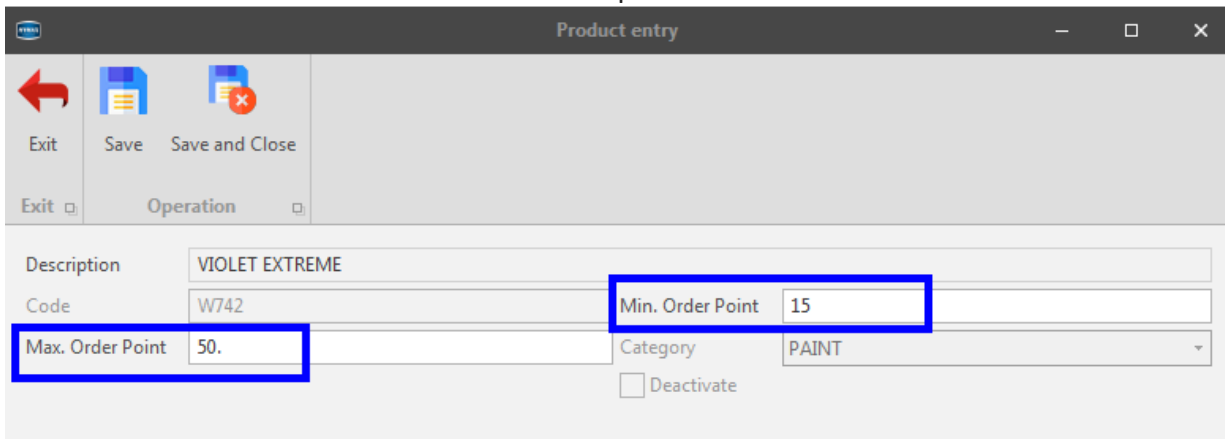


3. Products

Once you install GIMS with HyMix Pro software, all products will be imported from HyMix Pro to GIMS automatically upon the first launch of HyMix Pro.

a. Edit a Product

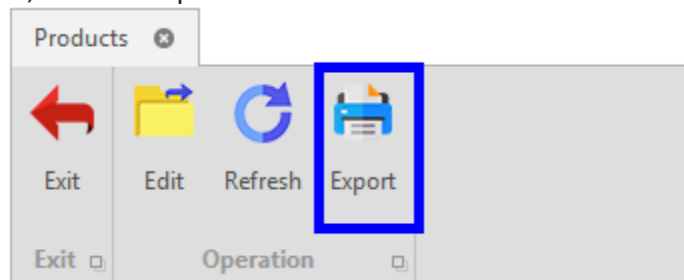
- i. Click on Products
- ii. In the Menu bar, click on Edit.
- iii. Enter the Min and Max Order Point for a product.



- iv. Click on Save.

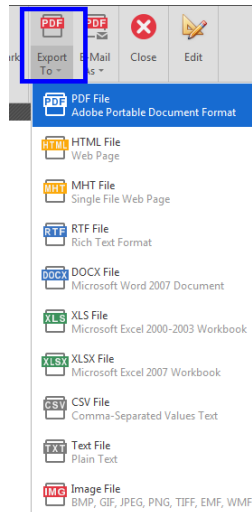
b. Export Products

- i. In the Menu bar, click on Export.





ii. Export the file as different types.



4. Sundry

Sundries are all the additional items that are needed to get the job done.

a. Add Sundry

i. Click on Sundry

ii. In the Menu bar, click on Add

iii. Fill the sundry's information in the *Entry Sundry's* popup

Entry Sundry

Exit Save Save and Close Add delete

Description: 3M TAPE

Code: 1584 Min. Order Point: 5

Max. Order Point: 50 Deactivate

Category: [Dropdown]

Drag a column header here to group by that column

Description UOM	Base UOM	Formula

iv. Select the category you want to set for the item from the dropdown. ([View Category Section](#))

Category: [Dropdown]

Drag a column h

TAPE



- v. Set a UOM (Unit of Measurement) for the Sundry:
 - Description UOM: the Unit of Measurement used.
 - BASE UOM: choose the primary UOM that will be used in transactions.
 - Formula: quantity based on every UOM.
 - To add multiple UOM, click on Add, in the Menu bar.

Drag a column header here to group by that column

Description UOM	Base UOM	Formula
→ BOX	<input checked="" type="checkbox"/>	24
PIECE	<input type="checkbox"/>	1

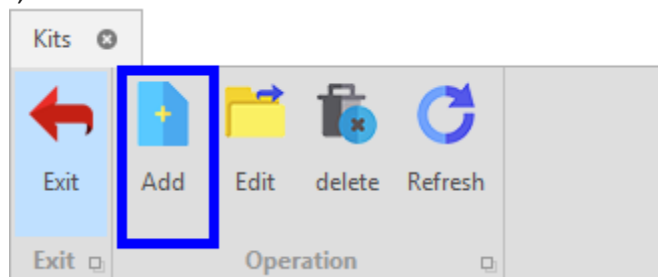
- vi. Click on Save.

5. Kits

This section describes the method to group multiple sundries into a **single** kit that will be assigned to a job.

The purpose of the kit is to increase the data entry speed; adding a kit instead of multiple sundries will increase performance and decrease mistakes.

- a. Add Kits
 - i. Click on Kits
 - ii. In the menu bar, click on Add



- iii. Fill the kit's information in the *Kit Entry's* popup.

Description	<input type="text" value="KIT1"/>	Category	<input type="text" value="MISCELLANEOUS"/>
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iv. Assign Sundries to the Kit.

Drag a column header here to group by that column

Sundry	Unit	Quantity
3M TAPE	PIECE	2

Description	Min. Order Point	Max. Order Point
3M TAPE	5.0	50.0
→ SAND PAPER	50.0	300.0
POLISH	20.0	100.0
GLOVES	50.0	300.0

v. Click on Save.

6. Product Unit

This field displays the HyMax Products' Units that are available. The user can only order quantities based on the list.

7. Sundry Price List/ Product Price List

Two sections have the same job: Adding price for products and sundries.

a. Adding Price

- i. Click on Sundry Price List or Product Price List
- ii. In the Menu bar, click Add.
- iii. Select the supplier.

Supplier

iv. From the list, add the products/sundries, Select the Unit, and Enter the Price.

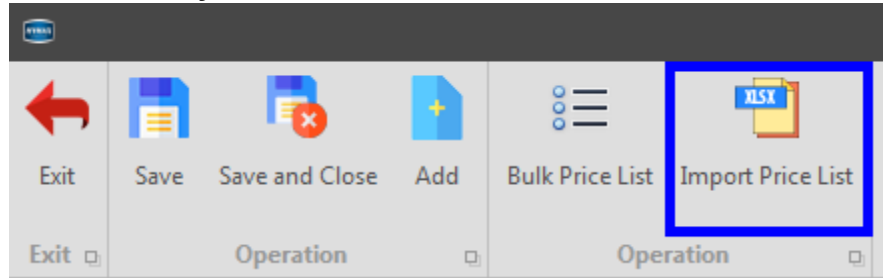
Products	Code	Unit	Price
→ 2K CLEAR	T000	0.25L	9
BASECOAT BRIGHT YELLOW	B290	Liter	6
BASECOAT PURPLE	B470	5L	15
LEMON YELLOW	B310	Half Liter	5
RED LUMINA	B410	Half Liter	13
VIOLET EXTREME	W742	Liter	8

v. Click on Save.

b. Import Price List

Once you created a new price list, import a price list from your PC by clicking on Import Price List button.

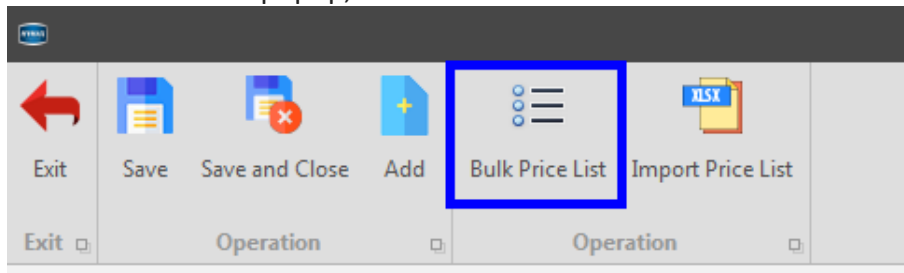
P.S: the file type should be one of the below: xls, xlsx, xlsxm, csv.



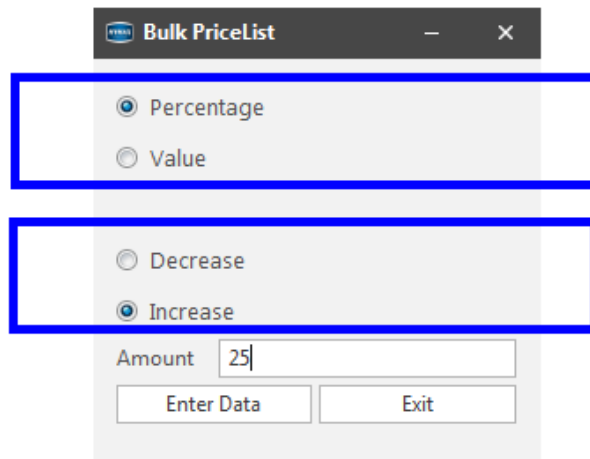
c. Bulk Price List

For feasibility purposes, the user can also use the “Bulk Price List”.

- i. Select a Price List.
- ii. In the Menu bar, Click on Edit.
- iii. In the *Product Price List's* popup, click on Bulk Price List.



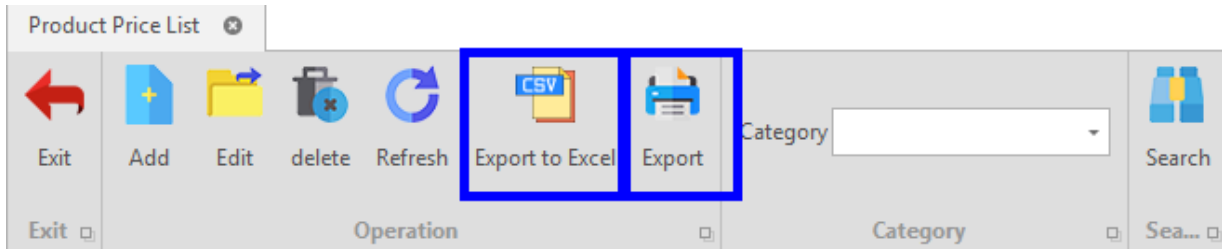
- iv. In the *Bulk Price List's* popup:
 - Choose whether to change the prices by a percentage or by value
 - Choose whether to increase or decrease the prices
 - Select the Amount.
 - Click on Enter Data.





d. Export Price List

You can always export a price list as a file to your PC as CSV or other types using one of these two buttons.



8. Contact information

For more information or comments, please do not hesitate to contact our Software support team by email at support.it@hymax.biz

Or by phone at +961 9 925 990

We are available from 8:00AM (GMT) to 8:00PM (GMT).