# How to search for products in effectmanager

This guide shows you how to find products in effectmanager in Settings - Products.





When searching for products in effectmanager, you must distinguish between Products (Consumer Units) and Units (Delivery Units).

If you are looking for at guide that shows you how to find products on Promotions, please see our guide <u>How to use</u> <u>filters in effectmanager</u>

## Finding Products (Consumer Units)

In Settings - Products you can find products by searching on Product Name, Internal Number, EAN, and Order EAN.

If you need a guide that shows you how to create Products, please see our guide <u>How to manually create</u> <u>products - front end</u>

**1.** Input your desired search criteria in the Search field and press enter.

The search will start automatically after inputting 3 characters in the field.

Settings 《	Products Units									
Search	Search	Filter Add	l group 🔤 🕂	Add product 🥒 🖋	Edit Delete					
Users Permissions Roles Plans Retail chains Products EAN Mapping Promotion properties Trade terms Sales	Name > Uncategorized > 0.2 L > 0.33 L > 0.5 L > 1.5 L > 2 L > 3t		EAN	Order EAN	Product Group No.	Cate			Internal Number	
Integrations Logs Scheduled tasks Pictures	Retail chain units     Add    Edit = Remov	e	Retail o	chain unit prices	Remove   C Reload	•	▼ ≪ K	Page 0	of 0	
			Date		price Billing price		Inn price			



## **2.** All products containing a search word will appear in the Products tab.

Settings 《	Products Units		Product units
Search	Cherry Silter + Add group   ~	+ Add product 🖍 Edit – Delete 🛛 🅽 Reload 🛛 🗮	🕂 Add 📝 Edit 🔲 Remove 🛛 📿 Reload
Users Permissions Roles Plans Retail chains Products EAN Mapping Promotion properties Trade terms Sales Interactions	Name         EAN           • 0.33 L         • Coconut water           • Cherry& Pomegranate 0.331         731035011           • 0.5 L         • Coconut water           • Cherry& Pomegranate 0.51         731035011           • Cherry& Strawberry 0.51         578887774           • 1.5 L         • Coconut water	Order EAN         Product Group No.         Category           1215         0731035011         0,33 L           1208         0,5 L           6635         5788877745         0,5 L	Unit Product
Logs Scheduled tasks Pictures	Cherry & Pomegranate 1,51 570041799	1,5 L ↓	A matrix and a second seco
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		🕂 Add 🛛 🖍 Edit 🛛 — Remove 🛛 🖓 😋 Reload 👋 Import	
		Date  Cost price Billing price Inn p	orice Freight ESP ESP Promotion

# **3.** When you select a product, the remaining 3 windows will be activated.

Settings 《	Products Units				Product unit	15				
Search	Cherry 🛞 🍸 Filter	Add group   ~	Add product 📝 Edit	- Delete CReload	+ Add	Fedit Remove CReload				
Users Permissions	Name	EAN	Order EAN P	roduct Group No. Catego	ory Unit	Product				
Roles	<ul> <li>0,33 L</li> <li>Coconut water</li> </ul>				Cherry & Pom	egranate 0,33I Cherry & Pomegranate 0,3				
Retail chains	Cherry & Pomegranate 0,331	7310350117215	0731035011	0,33 L	Summer Mix-	Pallet Cherry & Pomegranate 0,3 Cherry & Pomegranate 0,3				
Products EAN Mapping	<ul> <li>✓ 0,5 L</li> <li>✓ Coconut water</li> </ul>									
Promotion properties	Cherry & Pomegranate 0,51	Cherry & Pomegranate 0,51 7310350117208 0,5 L								
Trade terms Sales	<ul> <li>✓ 1,5 L</li> </ul>	5100011145055	5766677745	0,5 2						
Integrations	<ul> <li>Coconut water</li> <li>Cherry &amp; Pomegranate 1.5</li> </ul>	5700417991254		1.5 L						
Logs Scheduled tasks	, , ,					Page 1 of 1   > >>   =				
Pictures	Retail chain units	¢	Retail chain unit prices	>	•					
	+ Add / Edit - Remove C Re	oad   📃 🖣	🕇 Add 📝 Edit 🗖	Remove	Import Export					
	Retail Chain External No.	$\downarrow$	Date ↑ Cos	t price Billing price	Inn price Frei	ight ESP ESP				
	Bilka 1392413	<u>^</u>	01/01/2000	7.5 10	11	19				
	Fakta		06/07/2014	7.65 10	11	19				



**4.** In the right-side window Product Units, you can see all Delivery Units that are connected to the Product.

E.g for Product *Chery & Pomegranate 0,331* we see three connected Units. A Consumer Unit, a Colli Unit, and a Mix-Pallet.

**NB!** You cannot see other products in the unit. If you want to see the Products on the Mix Pallet connected with *Chery & Pomegranate 0,331* you must find it in the Unit tab.

Settings 《	Products Units	Product units							
Search	Cherry 🛞	🕂 Add	Edit R	emove C Reload					
Users Permissions	Name	Unit		Product	Internal Number	Unit Type	EAN	Colli size	OrderEAN
Roles	Coconut water	Cherry & Pomeg	ranate 0,33I	Cherry & Pomegranate 0,33I	556987	Consumer unit	7310350117215	1	07310350117
Plans	Cherry & Pomegranate 0.33	Coconut Water	Coll1	Cherry & Pomegranate 0,33I		Colli	7310350117215	12	
Retail chains	× 0.5 L	Summer Mix-Pa	llet	Cherry & Pomegranate 0,33I 4585			7310350117215	30	5788778925648
Products	<ul> <li>Coconut water</li> </ul>								
EAN Mapping	Cherry & Pomegranate 0.5								
Promotion properties	Cherry & Strawberry 0,5I								
Trade terms	✓ 1,5 L								
Sales	<ul> <li>Coconut water</li> </ul>								
Integrations	Cherry & Pomegranate 1,5I	4							•
Logs			202 1 0	f1   \ \ \   @   Si	70: 25	~			
Scheduled tasks	•		age i e		20. 25	-			
Pictures	Retail chain units		Retail chai	n unit prices					
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	Retail Chain External No. J		Date ↑	Cost price B	illing price	Inn price	Freight	ESP	ESP
	Bilka 1392413		2 410 1						Promotion

**5.** In the bottom left window, you can see all the Retail Chains that are connected to the selected Unit in *Product Units*.

E.g I have selected the Consumer Unit for *Chery* & *Pomegranate 0,331* and it shows me all the chains that it is listed in.

#### See picture on the next page

If you need a guide that shows you how to add Chains to products, please see our guide <u>How to manually create</u> <u>products - Retail Chains export file</u>



Settings 《	Products Units								Product units			
Search	Cherry	Filter + Add g	roup   🗸 🕇	Add product	🎤 Edi	t Delete	C Reload		🕂 Add	🖍 Edit	Remove	C Reload
Users Permissions	Name	I	EAN	Order EA	N	Product Group N	No. Catego	ory	Unit		Product	
Roles	<ul> <li>Coconut water</li> </ul>							- 1	Cherry &	Pomegranate	0,33I Cherry &	Pomegranate 0,3
Retail chains	Cherry & Pomegranate	0,331	7310350117215	5 0731035	011		0,33 L		Summer N	Vater Coll1 Mix-Pallet	Cherry & Cherry &	Pomegranate 0,3 Pomegranate 0,3
Products	✓ 0,5 L ✓ Coconut water							- 1				
EAN Mapping Promotion properties Trade terms	Cherry & Pomegranate Cherry & Strawberry 0,5	0,51 il	7310350117208 5788877745635	08 0,5 L 335 5788877745 0,5 L				۲			×	
Sales Integrations		_		* >					$\ll$ <	Page	1 of 1 >	
Logs	Retail chain units			Retail chain u	init pric	es						
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**6.** In the bottom right window, you can see the price associated with the selected Unit from Product Units and the selected Chain from the Retail Chain Units window.

E.g I have selected the Consumer Unit for *Chery* & *Pomegranate 0,331* and the Bilka Chain. It now shows me all the Prices that are registered for the product.

#### See picture on the next page

If you need a guide that shows you how to add prices to products, please see our guide <u>How to manually create</u> <u>products - Retail Prices export file</u>



Settings 《	Products Units			Product units		
Search	Cherry 🛞 🍸 Filter 🕂 Add group	Add product	it - Delete CReload	🕂 Add 🖍 Edit 🗕 Remove 🛛 🗙 F	Reload	
Users Permissions Roles	Name EAN ✓ 0,33 L	Order EAN	Product Group No. Category	Unit Product	egranate 0.3	
Plans Retail chains	Coconut water     Cherry & Pomegranate 0,331     73103	350117215 0731035011	0,33 L	Coconut Water Coll1 Cherry & Pome Summer Mix-Pallet Cherry & Pome	egranate 0,3	
Products EAN Mapping Promotion properties Trade terms Sales	<ul> <li>✓ 0.5 L</li> <li>✓ Coconut water</li> <li>Cherry &amp; Pomegranate 0.5 I</li> <li>73103</li> <li>Cherry &amp; Strawberry 0.5 I</li> <li>57884</li> <li>✓ 1.5 L</li> </ul>	350117208 877745635 5788877745	0,5 L 0,5 L	< <p>Page 1 of 1 &gt;&gt;</p>		
Logs	Retail chain units	Retail chain unit pric	es			
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## Find Units (Delivery Units)

In Settings - Products you can find Units by searching on Unit Name, Internal Number, and Order EAN.

If you need a guide that shows you how to create units, please see our guide <u>How to manually create Units - front</u> <u>end</u>

**1.** To search for Units, you must open the Filter and start the search by pressing *Apply*.

Settings 《	Products Units			Product units			
Search	Filter     + Add     Edit     - Remove     C Reload	Unit types		🕇 Add 📝 Edit 🗖 Rer	move C Reload		
Users	Name:	Internal Number	Order EA	Unit	Product		
Permissions	InternalNumber	4582	57888				
Roles		987456	57842	Cherry & Strawberry palle	Cherry & Strawberry 0,51		
Plans	OrderEAN:						
Retail chains	Show Consumer	345678	57888				
Products	Units:	0800	570081				
EAN Mapping		9699	579900				
Promotion properties	Apply Clear	4580	5/888.				
Trade terms	(	005035	•	4	Þ		
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Logs	Retail chain units	Retail chain unit prices					
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# **2.** All Units containing a search word will appear in the Unit tab.

### My search word is Cherry

Settings 《	Products Units			Product units					
Search	🍸 Filter 🗸 🕂 Add 🖍 Edit	Remove CReload Unit type	5	🕂 Add 🖍 Edit 🔲 Remove	e C Reload				
Users Permissions	Name	Unit Type	Internal Numb	Unit 个	Product	Internal Number	Unit Ty		
Roles	Cherry & Strawberry palle	Pallet	4582	Cherry/Orange/Natural 1,5I mix	Cherry & Pomegranate 1,5	987456	Mix-Pal		
Plans	Cherry/Orange/Natural 1,5I mix palle	Mix-Pallet	987456	Cherry/Orange/Natural 1,51 mix	Orange & Guava 1,5I	987456	Mix-Pal		
Retail chains				Cherry/Orange/Natural 1,5I mix	Natural 1,5I	987456	Mix-Pal		
Products									
EAN Mapping									
Promotion properties									
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Integrations							_		
Logs	Retail chain units	Retail chain	unit prices						

**3.** When you select a Unit, the right-side window Product Units will show you which products are connected to the Delivery Unit.

You can see like product Name, Product EAN and Product Colli Size on the Unit.

E.g for Unit *Cherry/Orange/Natural 1,51 mix palle* we see that three products are on the Mix-Pallet.

**NB!** If you need further information about the connected product, <u>you must find it in the Products Tab.</u>

Settings 《	Products Units		Product units				
Search	🍸 Filter 🗸 🕂 Add 🖍 Edit	- Remove	🕂 Add 🖍 Edit 💶 F	Remove C Reload			
Users Permissions	Name	Unit Type Internal Number	Unit 1	Product	Internal Number	Unit Type E	AN Cosi
Roles	Cherry & Strawberry palle	Pallet 4582	Cherry/Orange/Natural 1,51 m	nix palle Cherry & Pomegra	nate 1,5I 987456	Mix-Pallet 5	700417991254
Plans	Cherry/Orange/Natural 1,5l mix palle	Mix-Pallet 987456	Cherry/Orange/Natural 1,51 m	nix palle Orange & Guava 1	,51 987456	Mix-Pallet 73	310350117024
Retail chains			Cherry/Orange/Natural 1,51 m	nix palle Natural 1,5I	987456	Mix-Pallet 73	310350117413
Products							
EAN Mapping							
Promotion properties							
Trade terms	4		• •				Þ
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	Kvickly		01/01/2000	0 0	0		0
	Totas						



**4.** In the bottom left window, you can see all the Retail Chains that are connected to the selected Unit.

E.g I have selected the Mix-Pallet Unit Unit *Cherry/Orange/Natural 1,5l mix palle* and it shows me all the chains that it is listed in.

Settings 《	Products Units				Product units				
Search	▼ Filter ∨ + Add ✓ Edit	- Remove	d Unit types		🕂 Add 🧪 Edit 🔲 Remove	C Reload			
Users Permissions	Name	Unit Type Internal Number C	Order EAN	Active	Unit 个	Product	Internal Number		
Roles	Cherry & Strawberry palle	Pallet 4582 5	78887779865		Cherry/Orange/Natural 1,5I mix palle	Cherry & Pomegranate 1,5I	987456		
Plans	Cherry/Orange/Natural 1,5I mix palle	Mix-Pallet 987456 5	7842156871458		Cherry/Orange/Natural 1,5I mix palle	Orange & Guava 1,5I	987456		
Retail chains					Cherry/Orange/Natural 1,5I mix palle	Natural 1,5I	987456		
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	Fakta								

**5.** In the bottom right window, you can see the price associated with the selected Unit and the selected Chain from the Retail Chain Units window.

E.g I have selected the Mix-Pallet Unit *Cherry/Orange/Natural 1,51 mix palle* and the Bilka Chain. It now shows me all the Prices that are registered for the Unit in Bilka.

Settings 《	Products Units				Product units			
Search	▼ Filter ∨ + Add ✓ Edit	- Remove	load Unit types		🕂 Add 🖍 Edit	Remove	C Reload	
Users Permissions	Name	Unit Type Internal Number	Order EAN	Active	Unit 个		Product	Internal Number
Roles	Cherry & Strawberry palle	Pallet 4582	578887779865		Cherry/Orange/Natu	ral 1,5l mix palle	Cherry & Pomegranate 1,5	987456
Plans	Cherry/Orange/Natural 1,51 mix palle	Mix-Pallet 987456	57842156871458		Cherry/Orange/Natu	ral 1,5l mix palle	Orange & Guava 1,5I	987456
Retail chains					Cherry/Orange/Natu	ral 1,5l mix palle	Natural 1,5I	987456
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