

# 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 a guide that shows you how to find products on Promotions, please see our guide [How to use filters in effectmanager](#)*

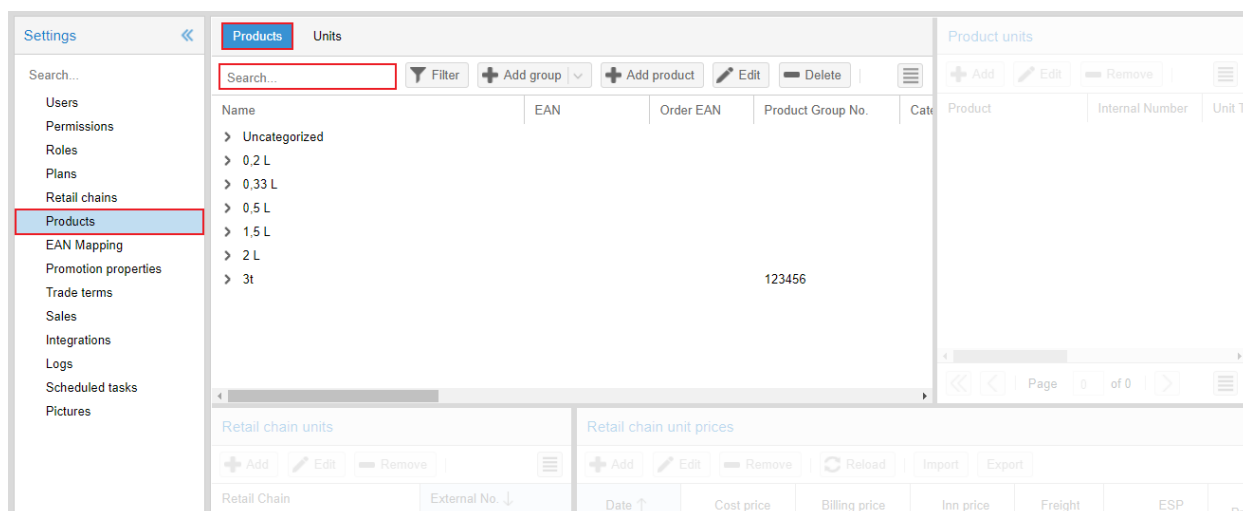
## Finding Products (Consumer Units)

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 [How to manually create products - front end](#)*

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

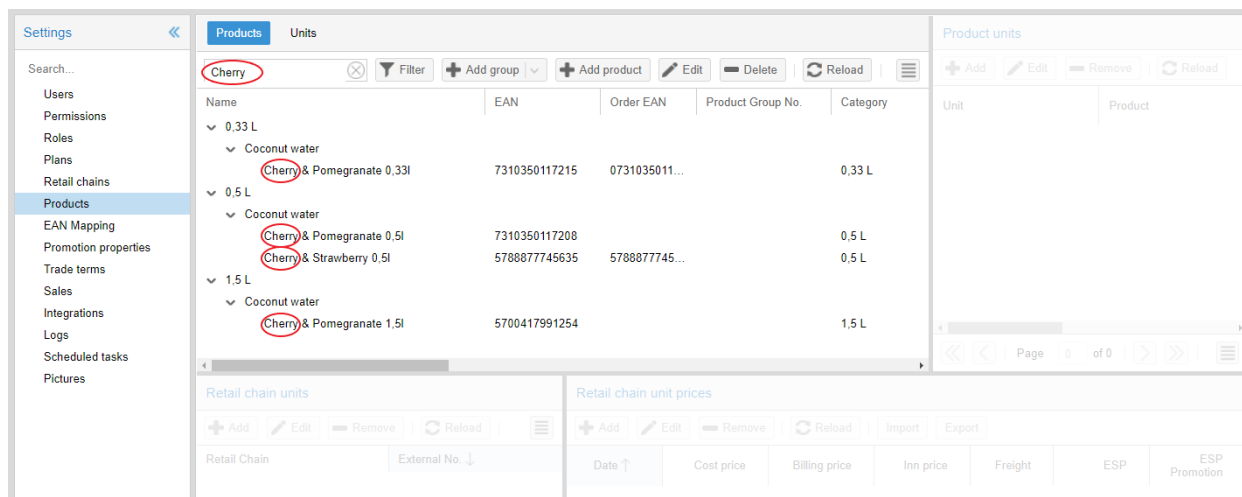
The search will start automatically after inputting 3 characters in the field.



The screenshot shows the 'Settings' application with the 'Products' tab selected. A search bar is highlighted with a red box. Below it, a table displays search results for products. The table has columns for Name, EAN, Order EAN, Product Group No., and Category. The results are grouped under 'Uncategorized' and include items like '0.2 L', '0.33 L', '0.5 L', '1.5 L', '2 L', and '3t'. A specific EAN '123456' is visible in the 'Product Group No.' column for the '3t' item. The interface also shows a 'Product units' table on the right and a 'Retail chain unit prices' table at the bottom.

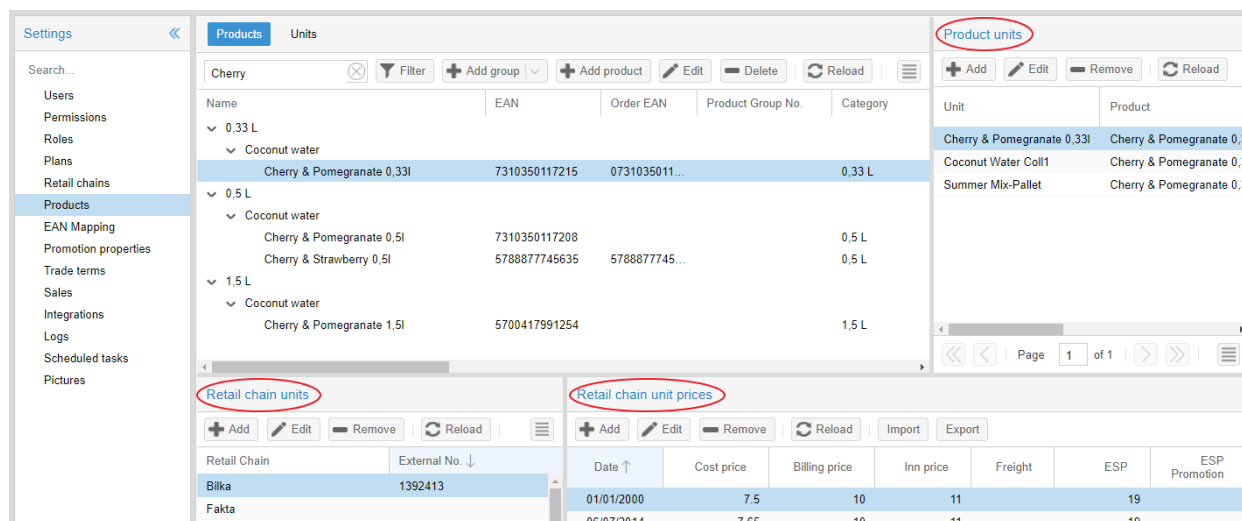
Name	EAN	Order EAN	Product Group No.	Cate
> Uncategorized				
> 0.2 L				
> 0.33 L				
> 0.5 L				
> 1.5 L				
> 2 L				
> 3t			123456	

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



Name	EAN	Order EAN	Product Group No.	Category
0,33 L				
Coconut water				
Cherry & Pomegranate 0.33l	7310350117215	0731035011...		0.33 L
0,5 L				
Coconut water				
Cherry & Pomegranate 0.5l	7310350117208			0.5 L
Cherry & Strawberry 0.5l	5788877745635	5788877745...		0.5 L
1,5 L				
Coconut water				
Cherry & Pomegranate 1.5l	5700417991254			1.5 L

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



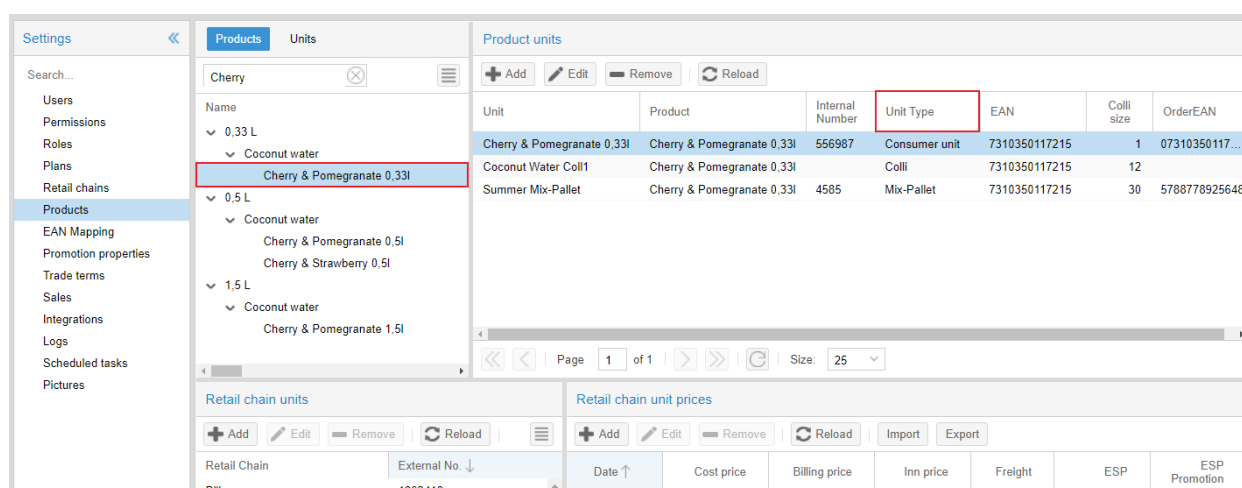
Unit	Product
Cherry & Pomegranate 0.33l	Cherry & Pomegranate 0.3
Coconut Water Coll1	Cherry & Pomegranate 0.3
Summer Mix-Pallet	Cherry & Pomegranate 0.3

Retail Chain	External No. ↓	Date ↑	Cost price	Billing price	Inn price	Freight	ESP	ESP Promotion
Bilka	1392413	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 0,33l* 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 0,33l* [you must find it in the Unit tab.](#)



Unit	Product	Internal Number	Unit Type	EAN	Colli size	OrderEAN
Cherry & Pomegranate 0,33l	Cherry & Pomegranate 0,33l	556987	Consumer unit	7310350117215	1	07310350117...
Coconut Water Coll1	Cherry & Pomegranate 0,33l		Colli	7310350117215	12	
Summer Mix-Pallet	Cherry & Pomegranate 0,33l	4585	Mix-Pallet	7310350117215	30	5788778925648

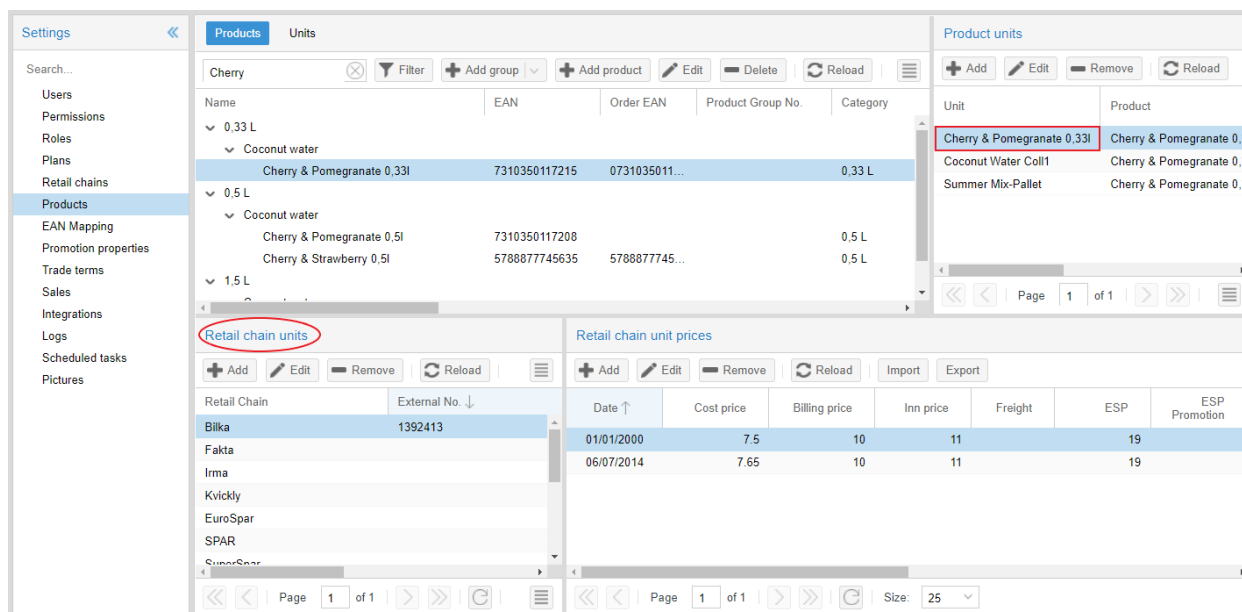
Retail Chain	External No.	Date	Cost price	Billing price	Inn price	Freight	ESP	ESP Promotion
Bika	1392413							

**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 0,33l* 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 [How to manually create products - Retail Chains export file](#)*

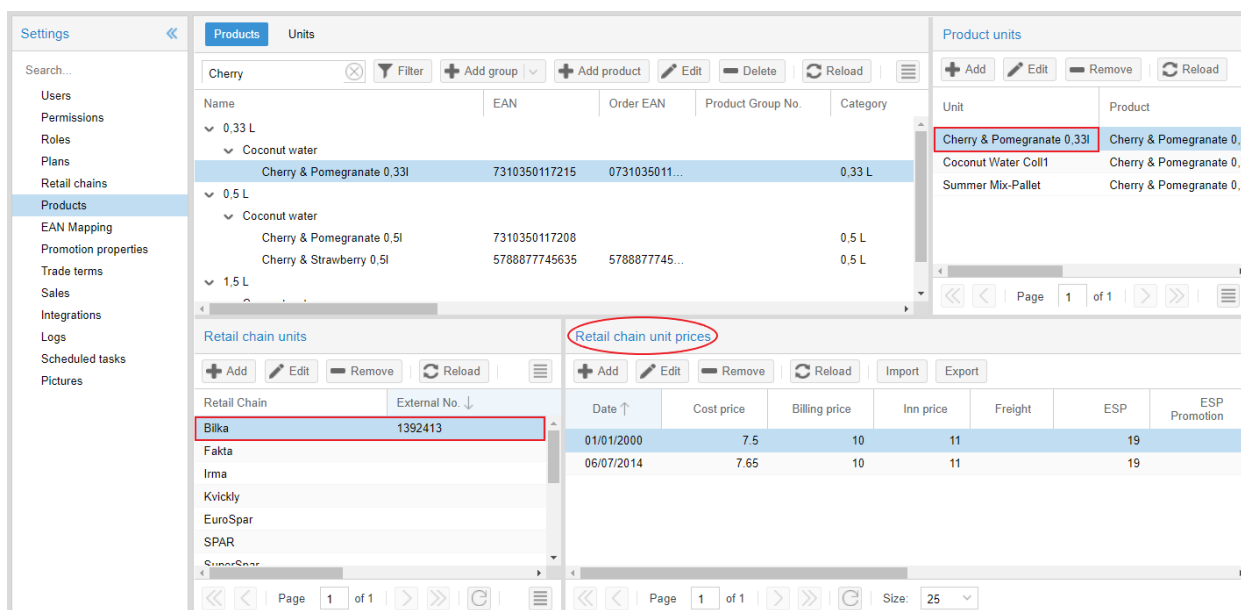


**6.** In the bottom right window, you can see the price associated with the selected Unit from Product Units and the selected Chain from the Retail Chain Units window.

E.g I have selected the Consumer Unit for *Chery & Pomegranate 0,33l* 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 [How to manually create products - Retail Prices export file](#)*

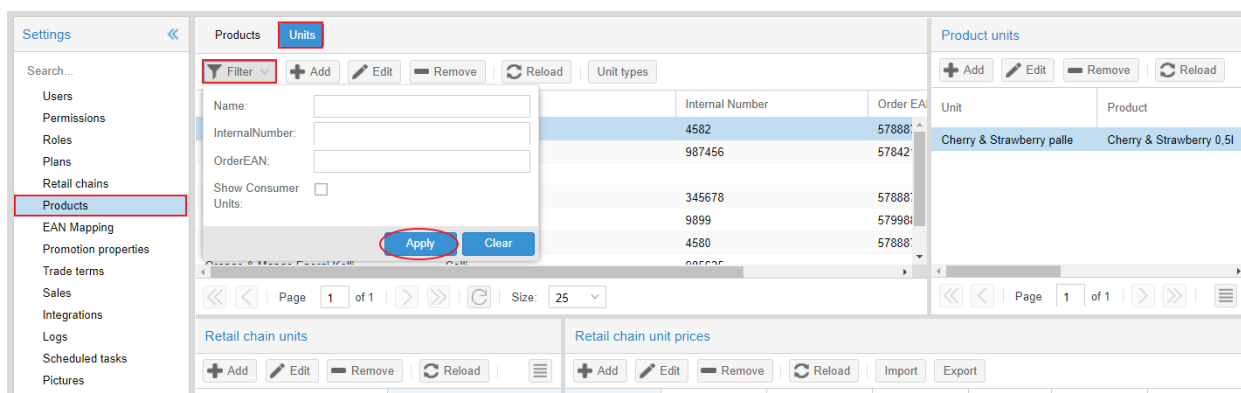


## Find Units (Delivery Units)

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

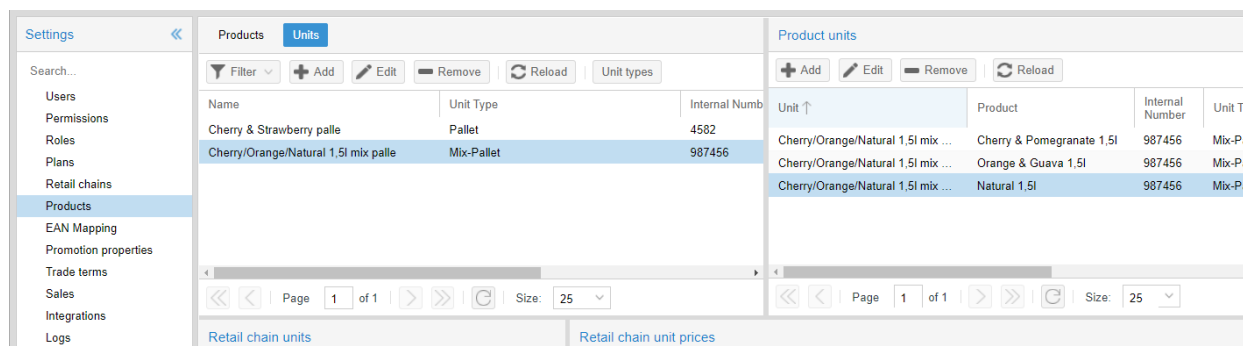
*If you need a guide that shows you how to create units, please see our guide [How to manually create Units - front end](#)*

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



2. All Units containing a search word will appear in the Unit tab.

My search word is Cherry

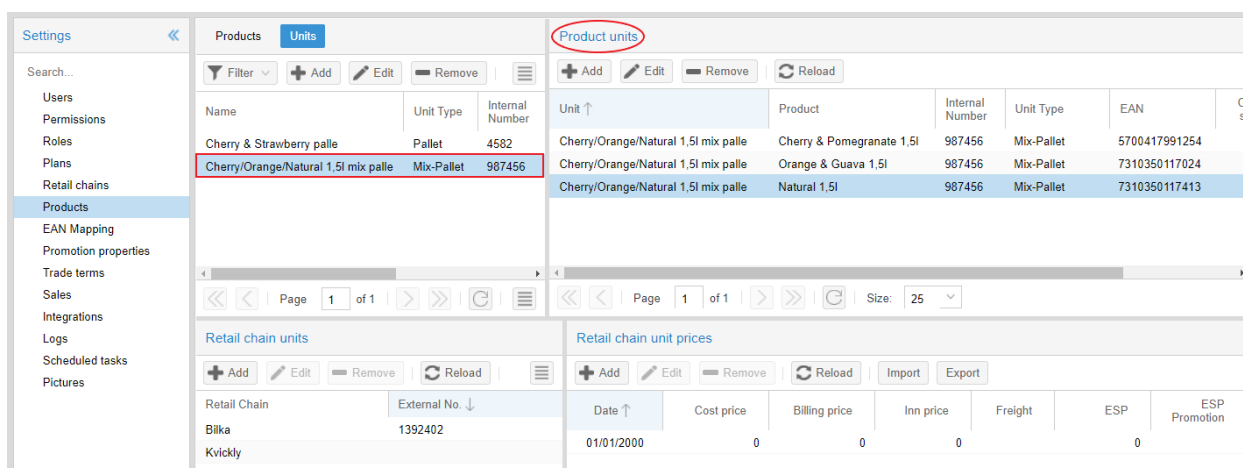


3. When you select a Unit, the right-side window Product Units will show you which products are connected to the Delivery Unit.

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

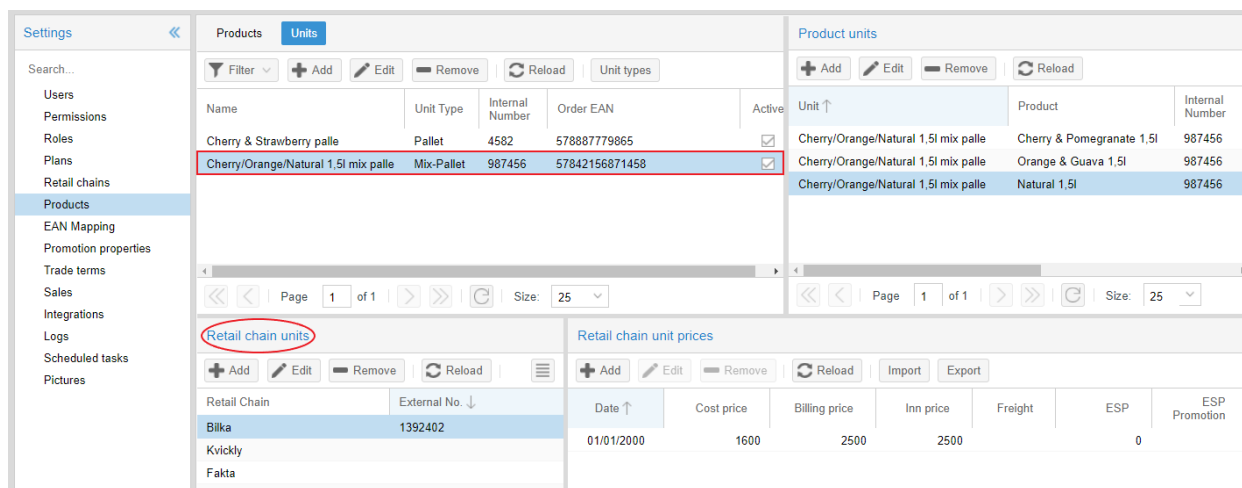
E.g for Unit *Cherry/Orange/Natural 1,5l mix palle* we see that three products are on the Mix-Pallet.

**NB!** If you need further information about the connected product, [you must find it in the Products Tab.](#)



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 *Cherry/Orange/Natural 1,5l mix palle* and it shows me all the chains that it is listed in.

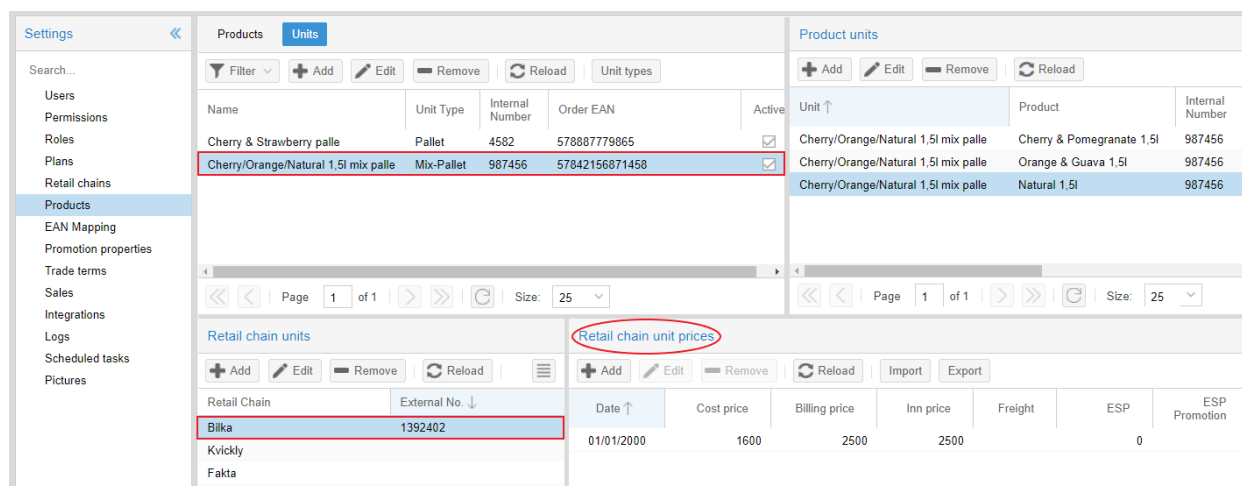


The screenshot shows the 'Units' section of the effectmanager interface. The 'Retail chain units' table is highlighted with a red circle. The table contains the following data:

Retail Chain	External No. ↓
Bilka	1392402
Kvicky	
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 1,5l mix palle* and the Bilka Chain. It now shows me all the Prices that are registered for the Unit in Bilka.



The screenshot shows the 'Retail chain unit prices' table, which is highlighted with a red circle. The table contains the following data:

Date ↑	Cost price	Billing price	Inn price	Freight	ESP	ESP Promotion
01/01/2000	1600	2500	2500		0	