Duplicate Product

Products · https://spos.pk/docs/duplicate-product/

Duplicating a product copies an existing product so you can create a similar one without typing all the details again. It is useful when you sell the same item in a new size, colour or pack, or when you open a new branch and need the same products there.

Duplicate product

1. Go to **Products** from the Smart POS main menu and find the product you want to copy.
2. Choose the duplicate option for that product, and Smart POS will create a copy with the same details, prices and settings.
3. Open the new copy and change its name so staff can tell it apart from the original, for example by adding the new size or colour.
4. Update the barcode or SKU, the selling price and the opening stock for the new product, so it does not share the original's barcode.
5. Save the new product and check that it appears correctly in the product list and on the POS screen.

Tip: Always give the copy a new barcode or SKU before you start selling it, or sales of the two products will be mixed up.