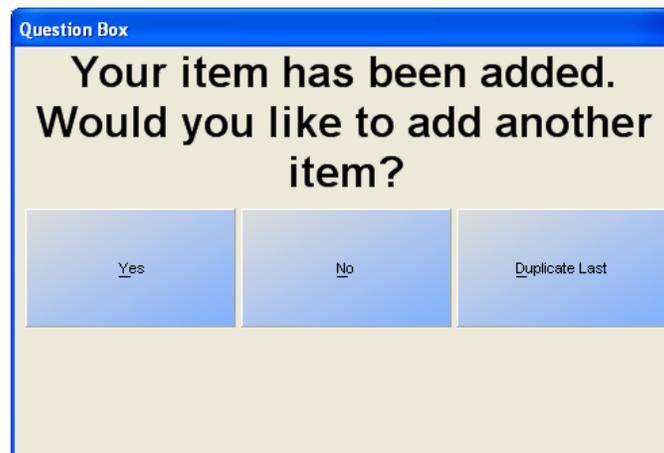# Creating inventory items

CRE/RPE makes the creation of inventory items simple. Standard items, choice items, modifier groups, and coupons are all created in the same area of the program: Inventory Maintenance.

Creating an inventory item

To create an inventory item, select **Manager** from the login screen, provide the requested credentials, and follow these steps.
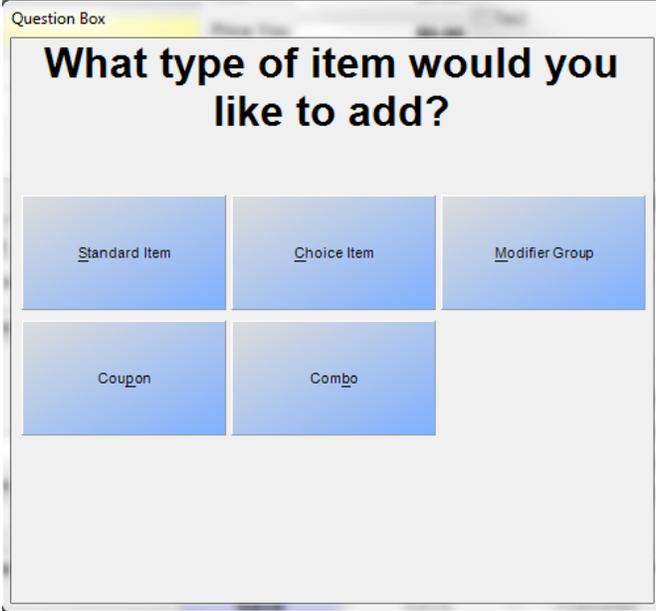
	1. Select **Inventory Maintenance**.
	2. Select **Add Item**.

3. Select the type of item that you are creating.
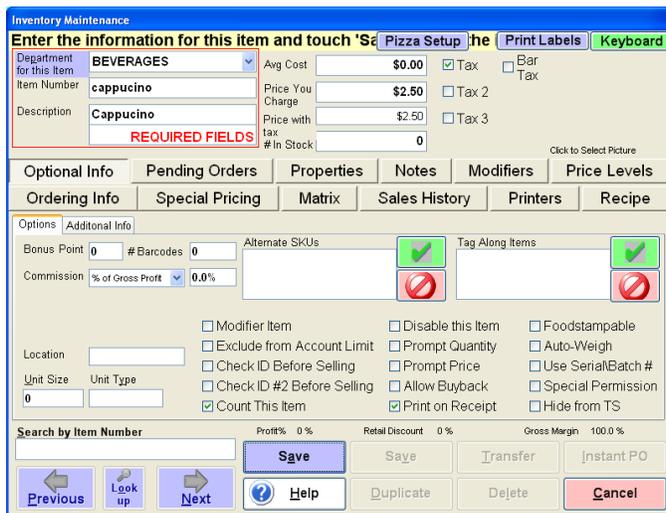
- If you selected **Modifier Group** in step 3, refer to the document entitled "Creating Modifiers" (located on http://faq.pcamerica.com).

- If you selected **Coupon**, refer to the document entitled "Creating a Coupon" (located on http://faq.pcamerica.com).

- If you selected **Standard Item**, select a department and provide a unique item number, description, and other information as you see fit (pictured on the left).

- If you selected **Choice Item**, refer to the document entitled "Choice Items" (located on http://faq.pcamerica.com).

	4. The required information for the item is on the top one-third of the screen: • The **Department** this item will be inside of (ex: SWEATERS). • A unique **Item Number (**ex: Sweater01, or the barcode of the item. Please note the Item Number should only be comprised of Alpha Numeric characters and no other special characters with the exception of the hyphen "-" and underscore "_" symbols). • A **Description,** which will print on the receipts (ex: short sleeve v-neck). • Your **Cost**, which is the price you pay. • The **Price you charge** the customer. • An optional **# In Stock** value if you track stock levels. • Various tax options if you charge tax for this item.
	5. Select **Save**.
	6. Decide whether or not to add another item and, if so, whether or not to start by duplicating the item that was just created.