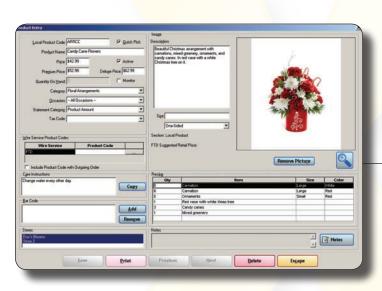# Adding New Products

FTD Mercury is pre-loaded with your FTD wire service–branded and Selection Guide products. However, you may decide to add your own products to the system.

To add a new product to your FTD Mercury database:

1. On the **File** menu, click **New Product**.
2. In the **Local Product Code** field, enter the product code for the new product. You can use any format for the code.
3. In the **Product Name** field, enter a short name for the product.
4. In the **Price** field, enter the price for the product (if desired, enter premium and deluxe prices as well).
5. If you want FTD Mercury to monitor how many units of this item you have on hand, select the **Monitor** option and enter the number of this item you have. FTD Mercury will inform you in **Order Entry** and **Point of Sale** if you are out of the item.
6. Select the **Active** check box to ensure the product is available in FTD Mercury.
7. From the **Category** list, select the category for this product.
8. From the **Occasion** list, select the occasion for this product.
9. From the **Statement Category** list, select the category for this product on customer statements.
10. In the **Care Instructions** field, enter instructions on how to care for the product (if necessary).
11. In the **Bar Code** field, enter the bar code for the product (if you use a bar code reader).
12. If you have multiple stores, in the **Stores** area, select the stores that will be carrying this product. Inventory will only be monitored at the store where the product is entered in the system.
13. In the **Recipe** area, enter instructions for designing or assembling the product. These instructions will appear on the working invoice (worksheet) for the designer.
14. Click **Save**.
15. After saving the product, you can add a picture to the product by clicking **Add Picture**, and either browsing for the image or using a Logitech QuickCam Orbit AF camera to take a picture.

Adding New Products

Use the Product Entry window to provide details about a new product you are adding to your FTD Mercury database. If you enter a memorable Local Product Code, your employees will be able to enter this product much more quickly in Order Entry and Point of Sale.

Simply **Easier**. Simply **Better**. Simply **Mercury**.™