How to edit, merge, or remove a product

In this guide: Correct product details, combine duplicates, or remove a product from a location.

Edit a product

1. Open **Inventory > Products** and select the product.
2. Select **Edit**.
3. Update the allowed details, then select **Save**.

Merge duplicate products

1. From the Product List, choose the duplicate products.
2. Select the merge action.
3. Review which product will remain and which information will move.
4. Confirm only after verifying the UPC, SKU, category, price, and stock.

Remove a product from a location

A product normally must have zero local stock before it can be removed. Resolve reserved quantities, pending transfers, and active serialized units first. Removing a product from one location does not necessarily delete it organization-wide.

Important: Never change a serialized category to another type while active IMEI or serial records still exist.

Revision #2
Created 2026-09-13 02:22:17 UTC by Sunny
Updated 2026-09-13 02:32:33 UTC by Sunny