### Create and Manage Items Online

Learn how to create, edit and import items from the Square Dashboard. You can also use Square to track your inventory.

Square Sync: Learn more about how your Item Library can sync with Square Online.

Before you start creating items, keep in mind:

Item descriptions have a 4000-character limit.

When you add, update or delete an item image, the change will reflect in your Square app, dashboard and in Square Online.

Images that are 360 degrees or 3D are not supported at this time.

If you are creating multiple items, you are able to upload your items in bulk using Square’s Import Tool.

Note: If your business requires advanced inventory features and reporting, such as item unit cost management or Cost of Goods Sold reports, take a look at Square for Retail.

Create Items Online

Visit the Items page of your online Square Dashboard and click Create an Item. Note: All item creation and editing will display in a fullscreen window. To return to your Items, select the X in the top left-hand corner.

Fill in the item name, category and description.

Click Edit to add an optional colour to the Point of Sale tile to help organize your checkout screen. If you’re adding an item image, we recommend the following image specs:

High resolution that is a size of 2,560 x 2,560 pixels.

Supported image format (.jpg, .jpeg, .png, .spin and .gif files).

Dimensions that are square.

Up to 20 MB in size, but less than 500 KB – this is optimal for loading speed and search result rankings online.

Next, set up any item options, variations, units, menus or custom attributes.

Add Options

Add a custom set of item options to an item to create and group variations. For example, a size option set can create the variations: small, medium and large.

Select an Option set name from a previously created list or click Add Option to create a new set.

Enter an option set name to name this set of options. For example, you could call this option set Colours or Shirt Sizes.

Choose a name for this option set to display during checkout.

Enter the option variations.

Click Next > Create variation.

Edit Options

All option sets will appear in the Options tab of your online Square Dashboard.

Delete Option Sets from an Item

From the Edit Item view, click the ‘•••’ button next to the name of the Option set you would like to delete > Remove option set.

Review the variations that need to be deleted and click Delete Variations to confirm.

Click Delete variations.

Add Variations

If your item has a barcode, add the GTIN or SKU field.

GTIN: The Global Trade Item Number (GTIN) allows companies to identify their items at any point along the supply chain. Note: GTIN is not supported with Square Terminal at this time.

SKU: Stock-Keeping Units (SKU) are clear, internal identification numbers assigned to each of your variations.

Select the unit to choose between selling whole or decimal quantities for this item.

Add a price or leave it blank for a variable amount you can add at checkout.

If applicable, add stock levels.

Enable alerts by clicking Add low stock alert to track and notify you when stock is low.

If applicable, add unit costs and vendor. Note: This is a Square for Retail Plus feature.

Edit Variation Details

To add additional variations (e.g. small, medium, large), click Edit variation details.

Enter the variation name.

Enter applicable sales, stock and custom attributes details.

Click Done.

Add to Menu

If you have created a menu with Square for Restaurants, you’ll have the option to add the item to your POS home screen.

Add Custom Attributes

Create custom attributes and link them to items to help add and track additional details about the items in your catalog. To get started:

Go to Items from your online Square Dashboard > click Custom Attributes.

Click Create custom attribute.

Enter an attribute name and select between text, selection, number or toggle.

Update the values as required and click Add.

Point of Sale Behaviour

The ‘Automatically Add Item to Bill’ toggle means the item will automatically add to the Point of Sale bill without showing the item detail screen. If the item requires you to select modifiers or options at checkout, we would recommend toggling this off.

Online Checkout

Toggle this if you’d like to create a payment link or buy button for this item that you can use to sell via email, social media, your website and more.

Set Up Your Item Unit Type

Each business is different – some Square Sellers sell whole item quantities (like articles of clothing), while others sell items by weight or length. Some businesses sell both.

By default, each new item you create will have the unit type per item. When you set your metric unit type, you can choose from a list of preset units, such as grams, kilograms and metres.

You can create unit types for both the metric and imperial system.

Add a Unit Type

Unit types will reflect on your customers’ receipts, as well as on your item and sales reports with Square. Note: When you update the unit, your inventory counts will remain unchanged.

Head to the Items page of your online Square Dashboard > click Units.

Click Add a Unit.

Choose a preset unit.

Set the unit precision. Note: The precision helps you keep track of your inventory and item sales price by allowing you to set the item count up to the hundred-thousandths place (.00000).

Click Save.

Note: There isn’t a way to set incremental minimums or maximums for unit types. For example, you will not be able to set an increment such as .5 that the quantity must increase or decrease by when adjusting quantity during checkout.

Edit or Delete a Unit Type

Head to the Items page of your online Square Dashboard > click Units.

Click an existing unit. If you’re updating a custom unit, you’ll see the option to change the precision.

Choose to Save your changes, or click Delete to remove the unit type altogether.

Note: By default, if an item is assigned to a unit type you delete, the new unit type will convert to a per item quantity. Additionally, updating a unit type will not adjust your stock counts.

Keep in mind:

Updating a unit type for an item will not adjust your stock amount. For example, if you have Corduroy with 10 centimetres in stock, and you update your unit type from centimetres to metres, your inventory levels for the item will reflect as 10 metres in stock. To keep your inventory levels accurate, make sure to manually adjust your stock levels after updating the unit type.

Your reporting and transaction history will reflect the unit type at the time of sale. If you sold corduroy when you had the unit type set to centimetres, once you update to metres and complete a new sale, you’ll see both centimetres and metres as separate lines in your reporting for that item.

Additional Item Actions

Edit or Delete an Item

You can update an item from the Edit Item page:

Go to Items from your online Square Dashboard > Item Library.

You can update the item name, category, description, unit type, stock amount, stock alerts or variations.

Choose to Save your changes or click Delete to remove an item from your library.

You can also select the ‘•••’ button next to the item line to edit or delete.

Duplicate an Item

Go to Items from your online Square Dashboard > Item Library.

Find the item you would like to duplicate and select the ‘•••’ button.

Click Duplicate from the dropdown menu.

The item editor will open pre-populated with all the values from the item you duplicated.

Make any changes to the duplicated item and click Save.

Mark Items as Sold Out

You can mark an item or item variation as sold out, in the case that it’s unavailable for sale. To get started:

Go to Items from your online Square Dashboard > Item Library.

Select the item(s) or item variation(s) that you’d like to mark as sold out.

Click Edit variation details > Manage stock.

Toggle on/off the Mark as sold out on Point of Sale and Online option.

Click Done.

Note: This will also label the variation as sold out in any partner apps that are connected with Square.

Edit Item Images

Go to Items from your online Square Dashboard > Item Library.

Click on the item you want to edit.

Under the image, click Edit > Change Image.

Click Save once you finish making changes.

Note: Supported image types are .jpg, .jpeg, .png and .gif files. Images that are 360 degrees or 3D are not supported at this time. Images uploaded to your online Square Dashboard will sync across your Square app and Square Online. It is not possible to have multiple images for the same item across Point of Sale, Square Online or Square for Retail at this time.

Create and Manage Sales Taxes

Sales tax should be enabled for applicable items sold at your business. You can easily create and manage them directly from the online Square Dashboard. Note: Square’s fees are taken out of the total amount of each transaction, including tax and tip.

Create a Sales Tax

Visit Account & Settings in your online Square Dashboard > Business > Sales taxes.

Click Create a tax.

Choose a location or locations to apply the tax to and click Done.

Enter the tax name, rate and click All items to apply the tax to all items in your library or select specific items.

Toggle Include tax in item price, Apply tax to custom amounts and Add exemption rule on or off.

Click Save.

Edit a Sales Tax

Visit Account & Settings in your online Square Dashboard > Business > Sales taxes.

Select a tax to open the Edit Tax screen. From here, you can make the appropriate edits.

Once you finish making the edits, tap Save.

Create Item Categories Online

Categories help you arrange and organize your items, report on item sales and route items to specific printers.

Navigate to the Items > Categories section of your online Square Dashboard.

Click Create a Category.

Name your category (e.g. Drinks, Food, Jewellery).

Click Save and Assign Items and check the box next to each item you wish to include.

Click Move Items once you’re done.

You can also create and manage items directly from the Square Point of Sale app on an iOS or Android device.

Learn about other item management features such as how to create discounts and set up taxes from your online Square Dashboard.