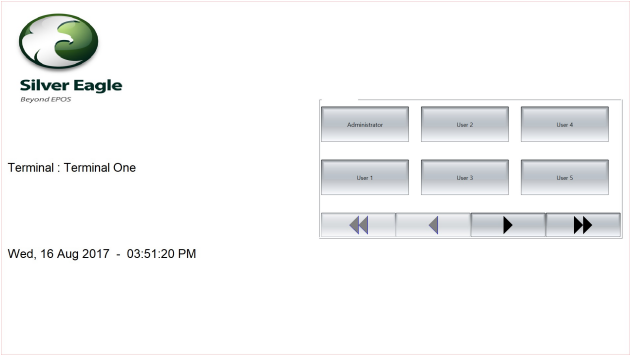
Editing and Creating Products

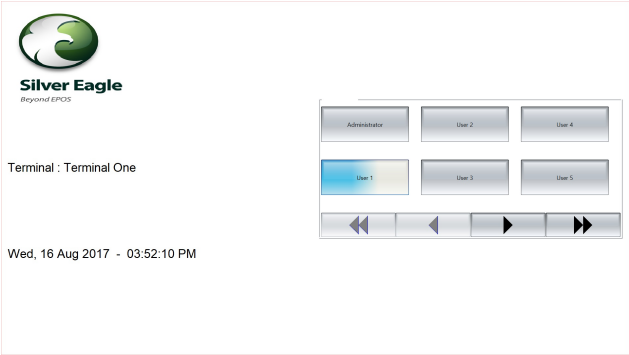
Editing a Product

1



The system on the main login screen

2



Press User 1 to sign in to the system

3

The main screen will appear

4

Press FUNCTIONS in the top right hand corner

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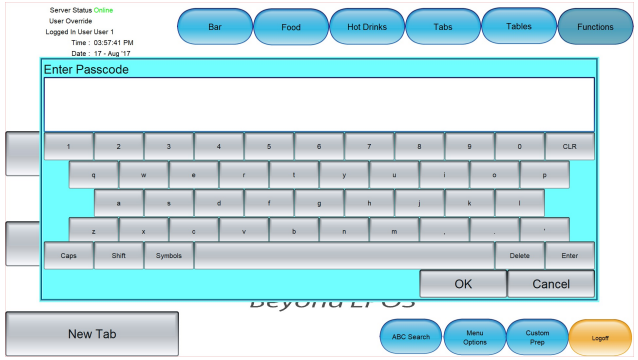
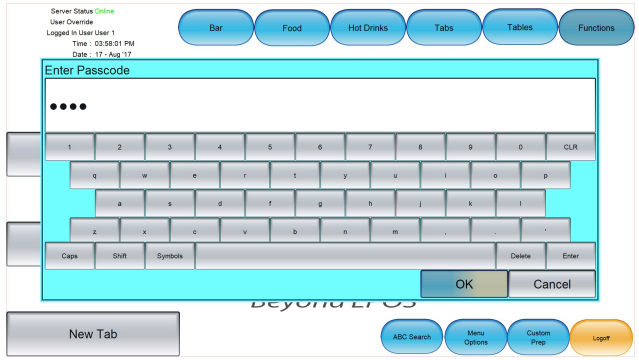
5



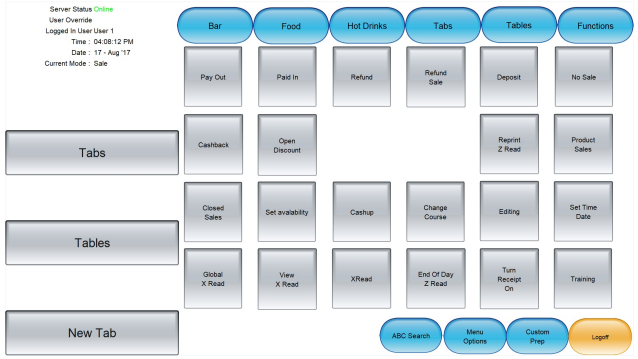
A keyboard will appear asking for a passcode

6



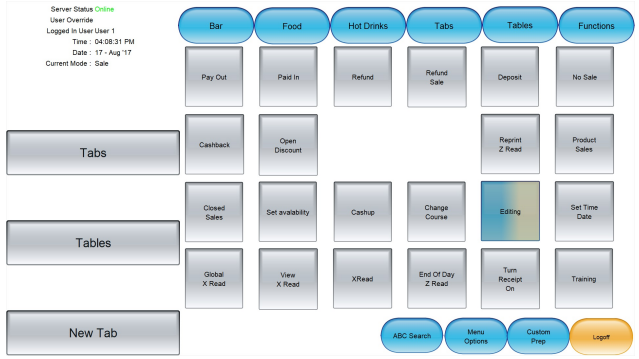
Enter 1066 as the passcode then press OK

7



The screen will change to show a grid of functions

8



Press EDITING

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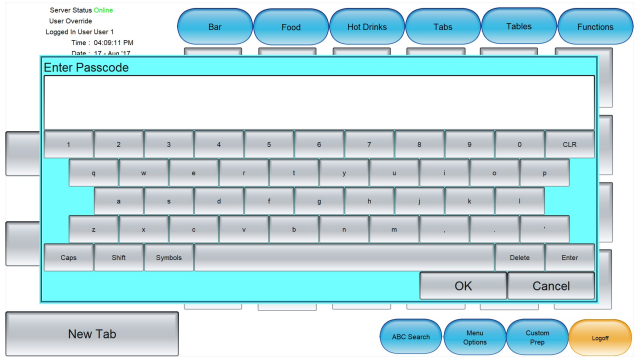
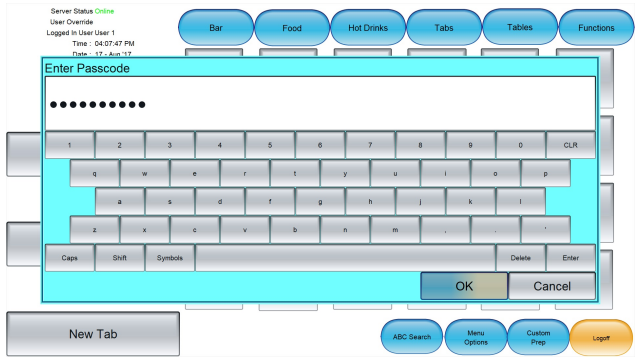
9



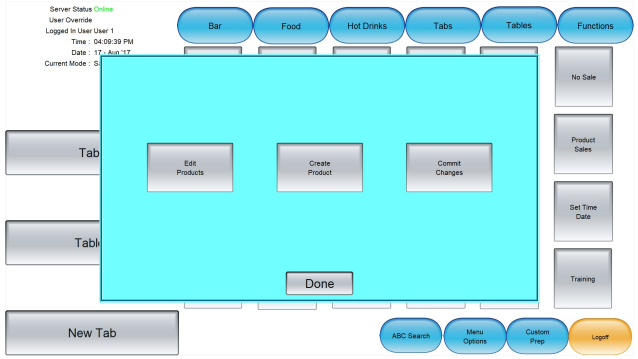
A keyboard will appear asking for a passcode

10



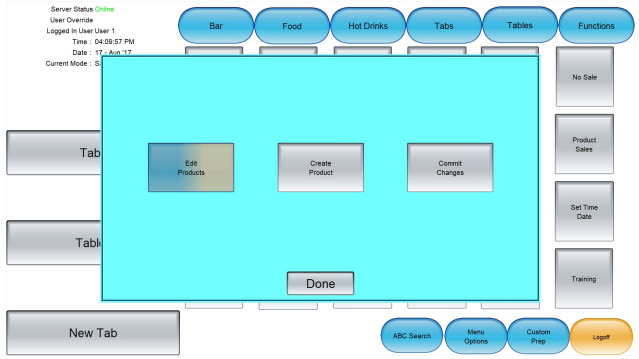
Enter pssw161923 as the passcode and press OK

11



Three options will appear

12



Press EDIT PRODUCTS

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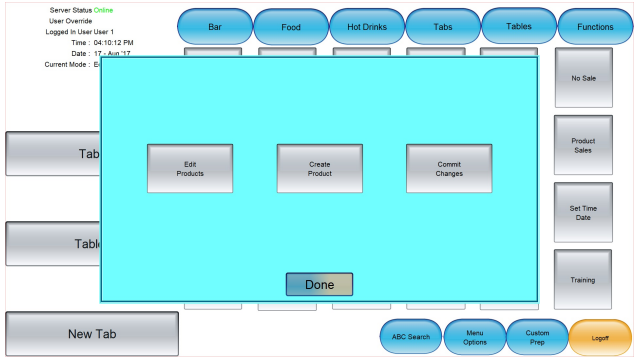
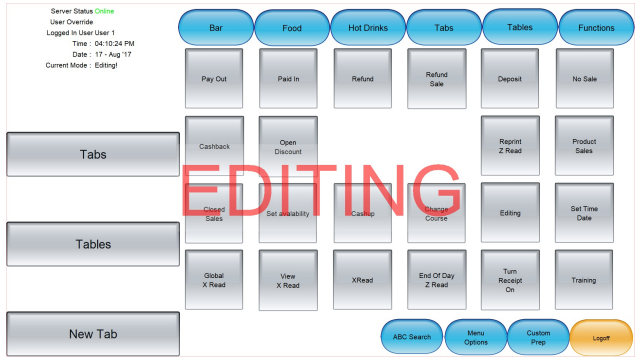
13



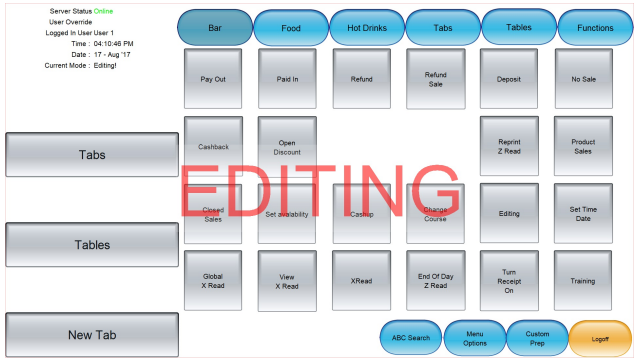
Press DONE to close the dialog screen

14



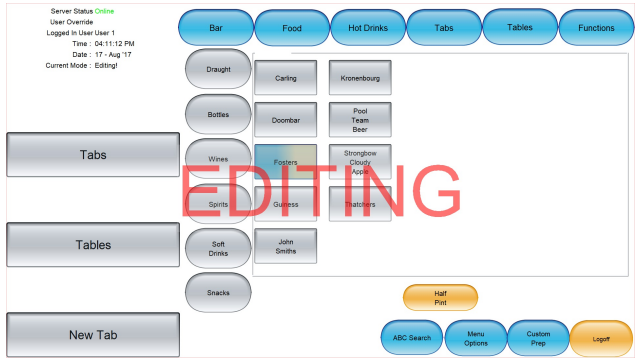
EDITING will be displayed across the screen

15



Press BAR to exit the Functions screen

16



Select the product that you wish to edit

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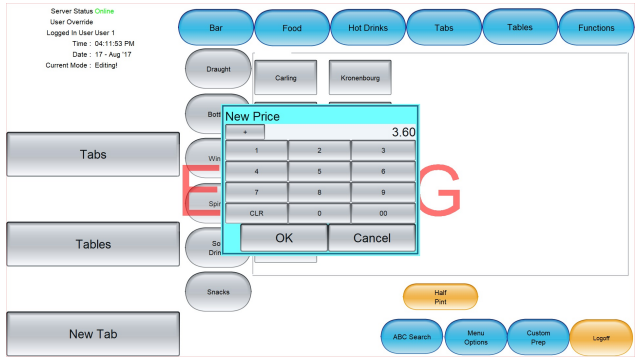
17

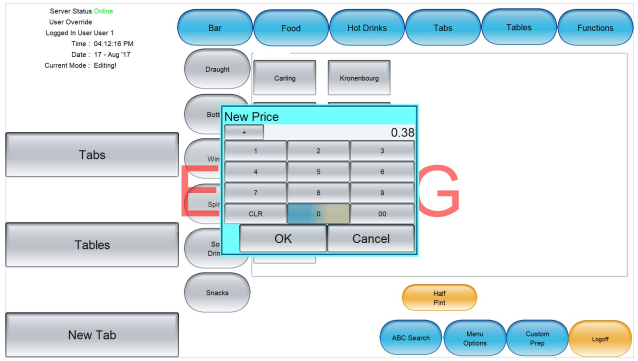
A dialog screen will show with the current product details

18



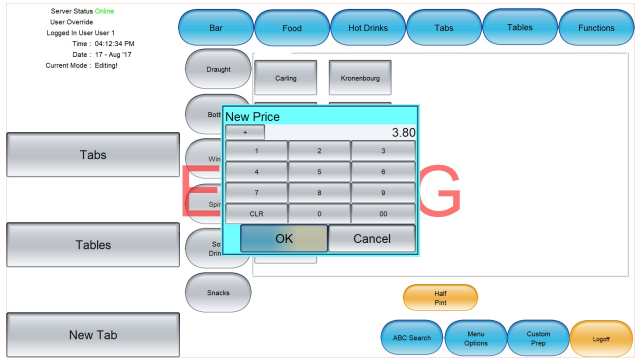
Touch the PRICE box to display a New Price number pad

19



Use the number pad to enter the new price

20



Press OK to closed the New Price number pad

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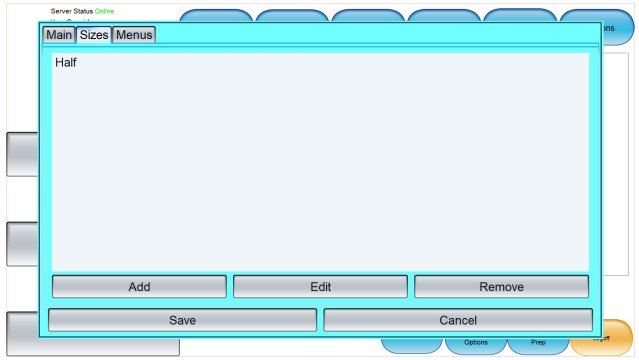
21

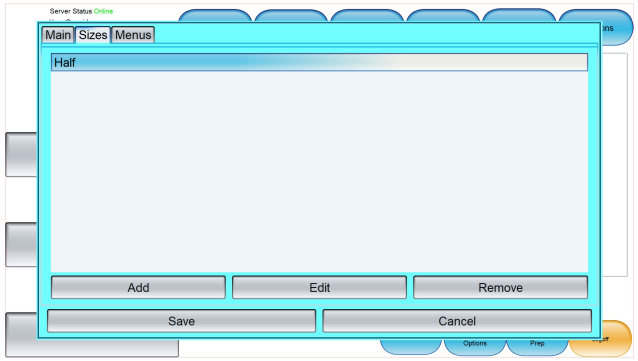
The dialog screen will show again with the current product details and the new price that has been added

22



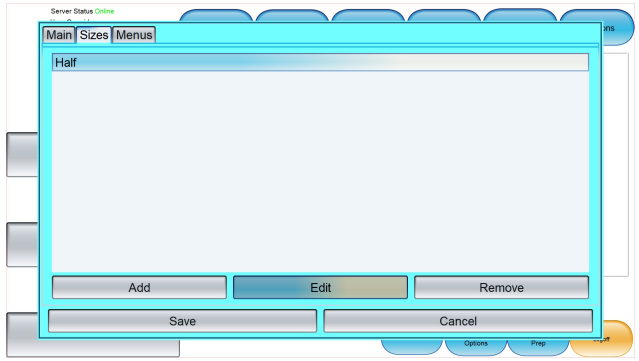
To change a size price ie Half, Double press the SIZES tab at the top of the screen

23



Click on the size to edit in the lsit

24



Press EDIT

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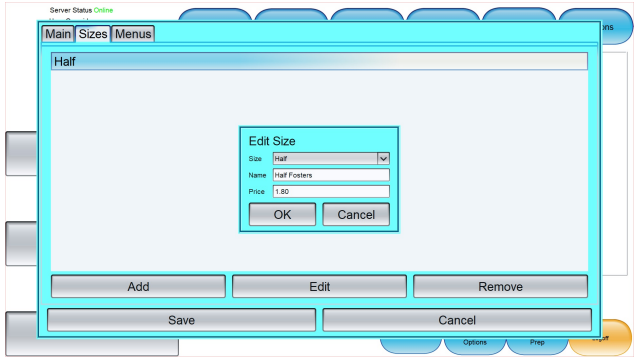
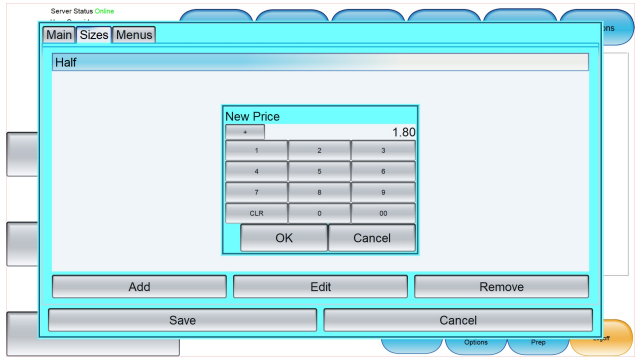
25



The Edit Size screen will show with the current size details

26

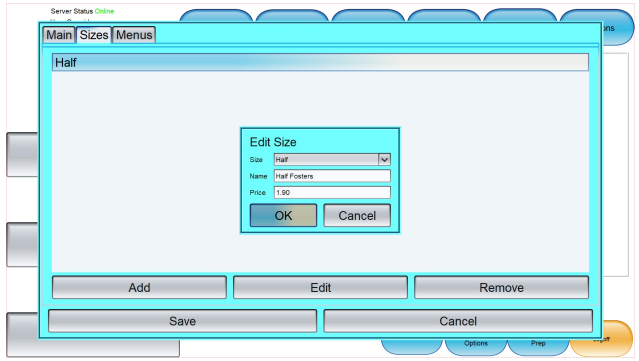


Touch the Price box to display a New Price number pad

27

Enter the new price and press OK

28



Press OK on the Edit Size screen to close it

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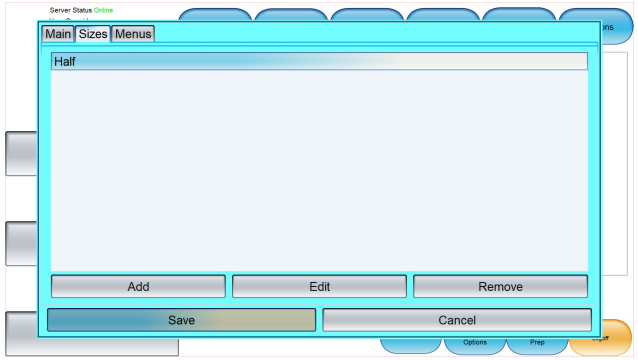
29



Press SAVE to close the Product Details screen

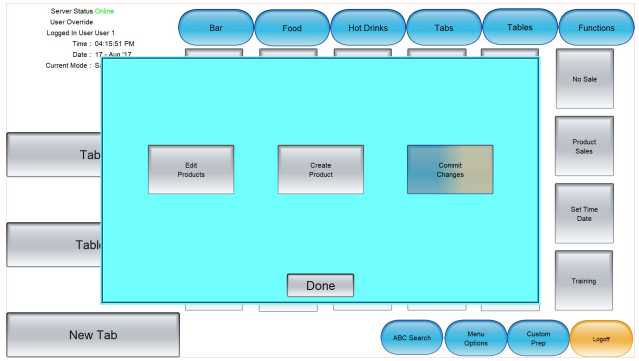
30

Repeat steps 16 – 29 for all the products that you need to edit.

31

Repeat steps 4 – 12 to exit EDITING mode

32



Press COMMIT CHANGES to start the update of the new prices

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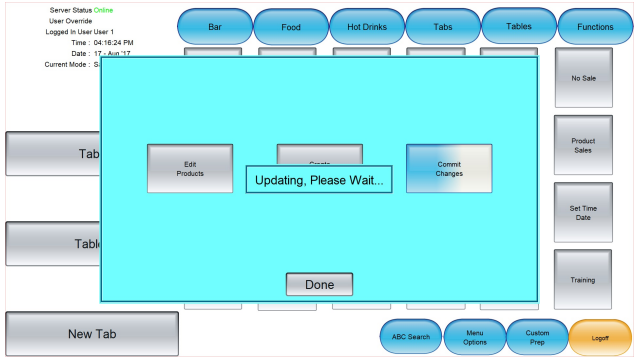
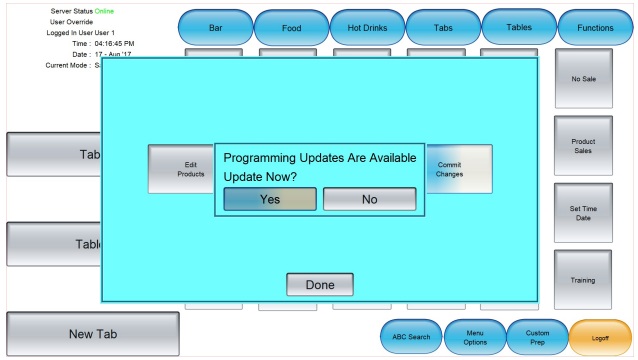
37



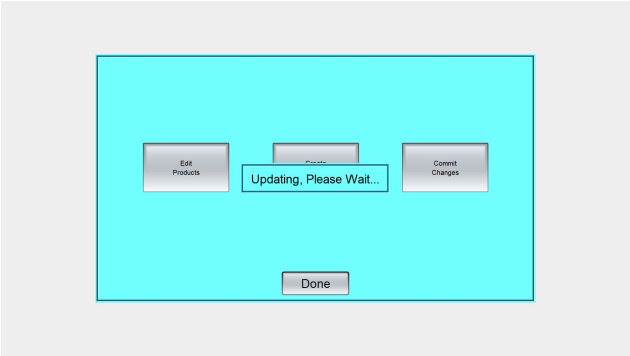
An Updating Please wait dialog will show

38



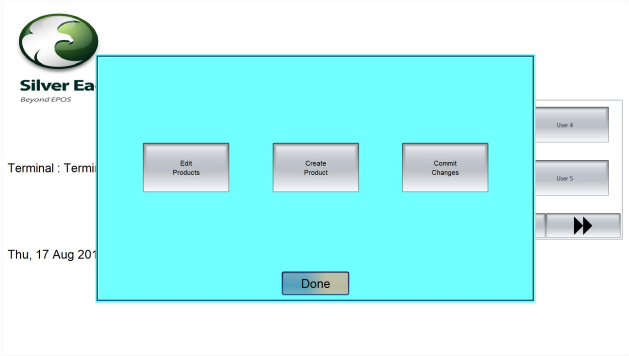
When the above box shows Press YES to accept the updates

39



The Updating Please wait dialog will show again

40



Press DONE to close the dialog box and return the the Login screen

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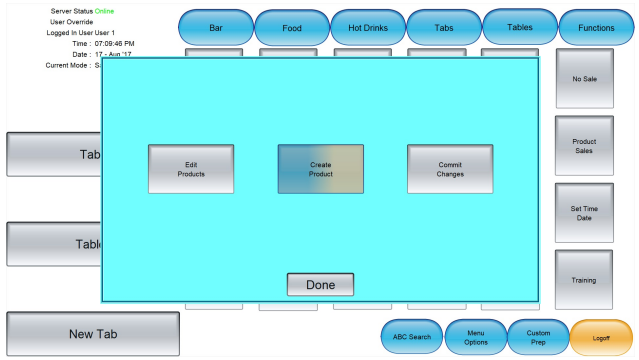
Create A New Product

41

Follow steps 1 – 11 to display the Editing Options

42

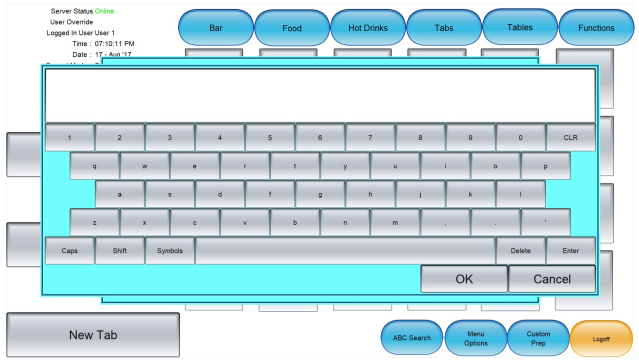


Press CREATE PRODUCT

43

An empty Product details dialog will appear

44



Press the Name box to bring up a keyboard to enter the product name

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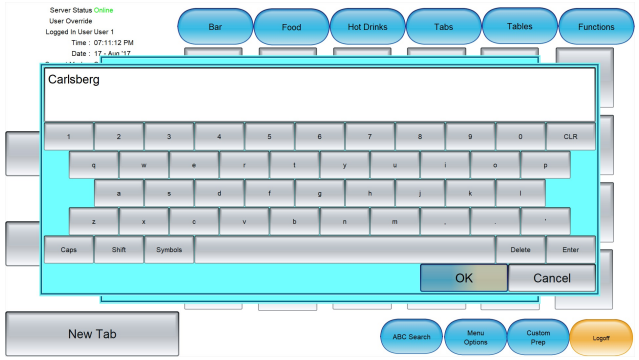
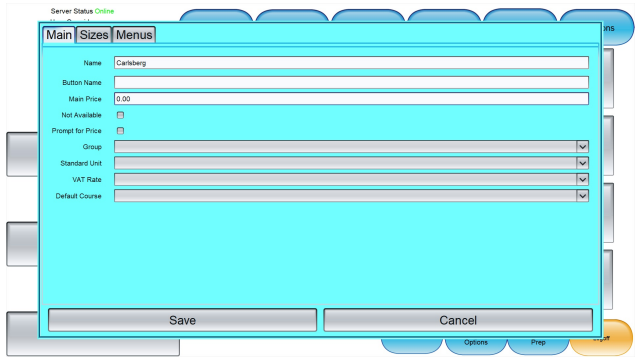
45



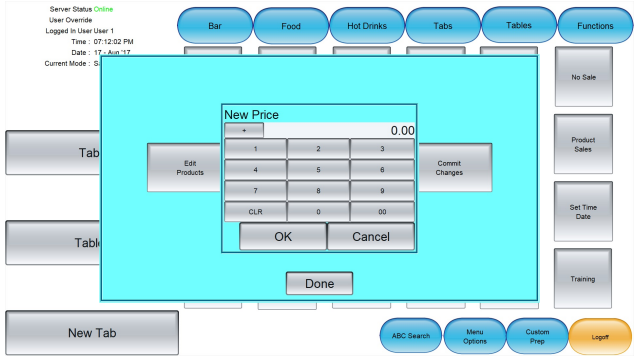
Type the name of the new product and press OK

46



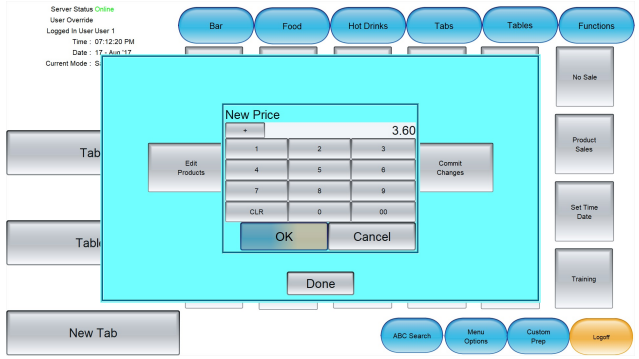
The Product details will show again with the new name inserted

47



Touch the Price box to display a New Price number pad

48



Enter the new price and press OK

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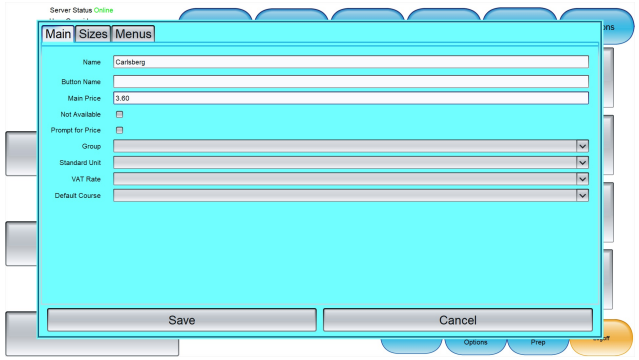
49

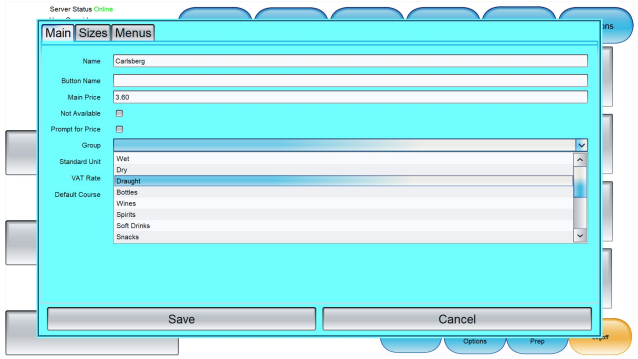


The Product details will show again with the new name and price inserted

50

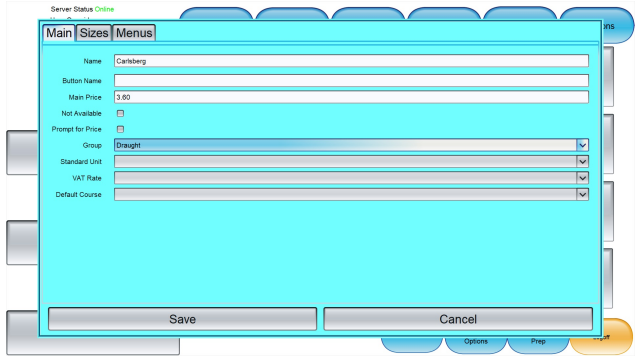
Press the Down arrow to the right of the Group box to show a list of product groups. Use the scroll bar if you need to see more.

51



Press the group you wish to allocate the product to. This will also determine which screen the product shows on

52



The Product Details will show again with the new name, price and group inserted

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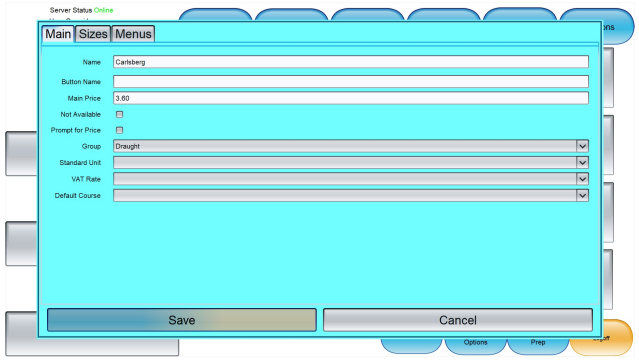
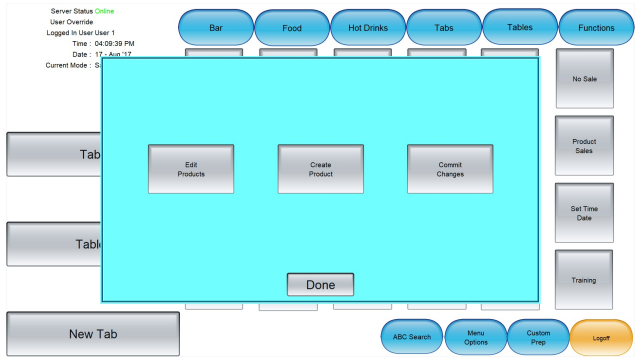
53



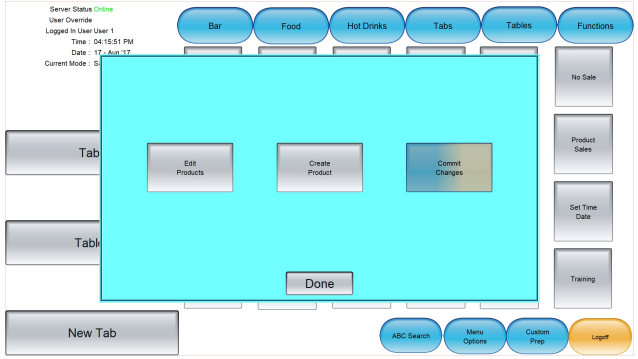
Press SAVE to close the new product dialog

54



The Editing Options screen will be displayed. Repeat steps 42 – 57 for each new product you require.

55



When all new products have been created press COMMIT CHANGES

56

Follow steps 37 – 40 to complete the updating.
After making changes it is advised to then restart the terminal.

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