

Department & Categories

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Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

| SKU | Description | Quantity | Price | Disc. | Total |
|-----|-------------|----------|-------|-------|-------|
|-----|-------------|----------|-------|-------|-------|

Quick Sale

| | | | |
|--------------|------|------------|------|
| Line Totals: | 0.00 | Sub Total: | 0.00 |
| Taxable: | 0.00 | - Coupon: | 0.00 |
| Sales Tax: | 0.00 | - Deposit: | 0.00 |
| Item Count: | 0.00 | Total: | 0.00 |

Cursor Down Cursor Up 0.00

Manager



IN TOUCH SCREEN SALES MODE:

To Add or edit departments & categories, you must go to Manager Mode.

1. Touch Manager Button

Department & Categories

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The screenshot shows a POS system interface with a blue title bar containing the text: "Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price".

The main area is divided into a table on the left and a grid of buttons on the right.

| SKU | Description | Quantity | Price | Disc. | Total |
|------------|-------------|----------|-------|-------|-------|
| Quick Sale | | | | | |

The button grid includes:

- Exit Program (Red)
- Logout (Blue)
- Go to Sales (Green)
- Balance Reg. (Icon: Cash Register)
- Daily Sales Summary (Icon: Money Bag)
- Gift Certificates (Icon: Gift Box)
- Edit Bill To (Icon: Receipt)
- Invoice History (Icon: Document)
- Make AR Payment (Icon: Dollar Sign)
- Note (Icon: Notepad)
- Edit Notes (Icon: Document)
- Open Cash Drawer (Green)
- Report Center (Icon: Printer)
- Price Check (Green)
- Return From Invoice (Pink)
- Discount (Red)
- Time Clock (Icon: Clock)
- Show Costs (Grey)
- Void (Red)

At the bottom, there is a "Manager Mode" button (Black) with a red arrow pointing to it and the number "1" next to it. Below this are "Cursor Down" and "Cursor Up" buttons (Yellow). On the far right, a large green "0.00" is displayed on a black background.

At the bottom left, there is a "Touch Screen Sales" icon showing a hand touching a monitor.

ON MANAGER BUTTON SCREEN:

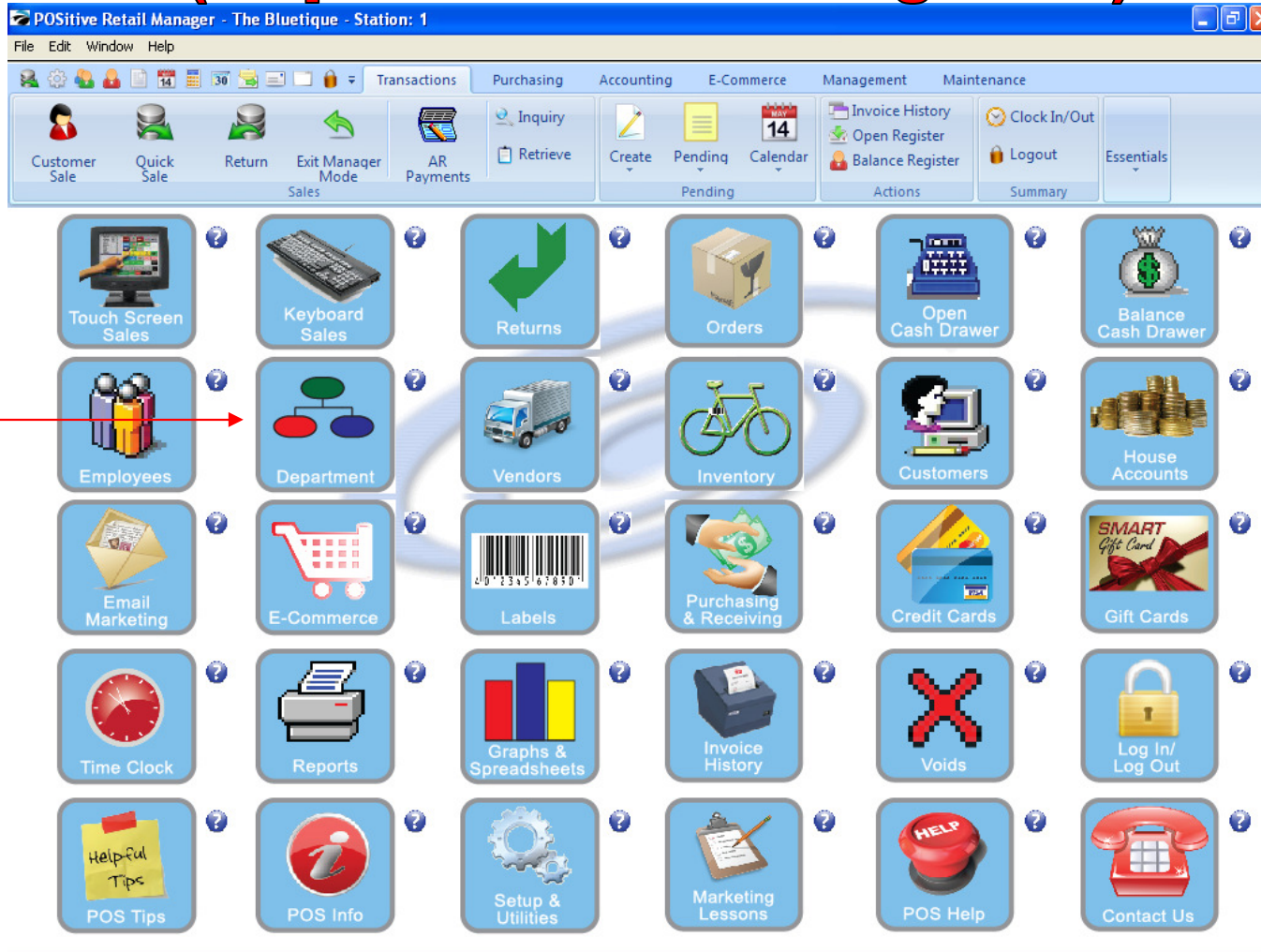
1. Select Manager Mode Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Manager Mode

(Department & Categories)

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IN MANAGER MODE:

To Add or edit departments & categories

1. Select Department Button

Department & Categories

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The screenshot shows the 'POSitive Retail Manager - The Bluetique - Station: 1' interface. A 'Departments' dialog box is open, displaying a tree view of departments and categories. The tree view includes 'ALUMNI ASSOCIATION', 'APPAREL' (with sub-items like Accessories, Children Apparel, Fleece, Hats, Jackets, Polo Shirts, Shorts & Pants, Sweatshirt Hoodies, T-Shirt Long-Sleeve, T-Shirt Short Sleeve, Thing), and 'BEVERAGES' (with sub-items like Frozen Beverage, Ice Teas, Juices, Soda Pop). The dialog box also has buttons for 'Add Department [INS]', 'Edit Department [ENTR]', 'Delete Department [DEL]', 'Assign Category [F2]', 'Remove Category [F3]', 'Edit Category [F4]', 'Re-Assign Category [F5]', and 'Print [F7]'. Red arrows point to these buttons and a tree view element, labeled 1 through 4. A 'Department' icon is also visible on the left side of the interface.

DEPARTMENT & CATEGORY LIST

Review Pre-Set DEPARTMENTS (In UPPER-CASE) and Categories (lower-case)

1. Add or Edit any highlighted Department descriptions
2. Edit any Category Descriptions
3. Add (Assign) New Categories
4. Categories should be generic so to allow more than a few inventory items to be associated with it

Department & Categories

The screenshot shows the POSitive Retail Manager software interface. The main window is titled "POSitive Retail Manager - The Bluetique - Station: 1". The menu bar includes File, Edit, Window, and Help. The toolbar contains icons for Customer Sale, Quick Sale, Return, Exit Manager Mode, AR Payments, Inquiry, Retrieve, Create, Pending, Calendar, Invoice History, Open Register, Balance Register, Clock In/Out, Logout, and Essentials. The main workspace is filled with various icons for different functions like Touch Screen Sales, Employees, Email Marketing, Time Clock, POS Tips, POS Info, Utilities, Lessons, POS Help, Balance Cash Drawer, House Accounts, Gift Cards, Log In/Log Out, and Contact Us. A "Departments" dialog box is open in the center, showing a tree view of departments and categories. The "Selected Department" is "APPAREL" and the "Selected Category" is empty. The list of departments and categories includes: ALUMNI ASSOCIATION (with sub-item Alumni Consignments), APPAREL (with sub-items: Accessories, Children Apparel, Fleece, Hats, Jackets, Polo Shirts, Shorts & Pants, Sweatshirt Hoodies, T-Shirt Long-Sleeve, T-Shirt Short Sleeve, Thing), and BEVERAGES (with sub-items: Frozen Beverage, Ice Teas, Juices, Soda Pop). The dialog box has buttons for Add Department [INS], Edit Department [ENTR], Delete Department [DEL], Assign Category [F2], Remove Category [F3], Edit Category [F4], Re-Assign Category [F5], and Print [F7]. A red arrow labeled "1" points to the "APPAREL" department in the list. Another red arrow labeled "2" points to the "Assign Category [F2]" button.

DEPARTMENT & CATEGORY LIST:

1. To add a new category, highlight the department you would like to link it to
2. Click **Assign Category (F2)**.

Department & Categories

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The screenshot shows the POSitive Retail Manager interface. The main window is titled "Category Listing" and displays a table of categories. A red arrow labeled "1" points to the "Add" button at the bottom of the window.

| Category Name | Tax Category | Linked Departments |
|--|--------------|--------------------|
| <input checked="" type="checkbox"/> 65/Cents Candy | Non-Taxable | UNASSIGNED |
| <input type="checkbox"/> .75/Cents Candy | Non-Taxable | |
| <input type="checkbox"/> 1.00/Candy | Non-Taxable | |
| <input type="checkbox"/> Accessories | Non-Taxable | |
| <input type="checkbox"/> Alumni Consignments | Sales Tax | |
| <input type="checkbox"/> Apparel Open | Non-Taxable | |
| <input type="checkbox"/> Baked Chips | Non-Taxable | |
| <input type="checkbox"/> Baked Cookies | Non-Taxable | |
| <input type="checkbox"/> Bakery | Non-Taxable | |
| <input type="checkbox"/> Bakery Open | Non-Taxable | |
| <input type="checkbox"/> Balloons | Non-Taxable | |
| <input type="checkbox"/> Beverage Open | Non-Taxable | |
| <input type="checkbox"/> Breakfast Bars | Non-Taxable | |
| <input type="checkbox"/> Candy | Non-Taxable | |
| <input type="checkbox"/> Candy Open | Non-Taxable | |

Buttons at the bottom of the window: Set Tax Category On Tagged, Add, Edit, Delete Highlighted, Tag/Untag, Tag All, Untag All.

ADDING NEW CATEGORY:

1. Locate the **add** button at the bottom of page, and click it.

Department & Categories

The screenshot displays the 'Accessories Detail' window in the POSitive Retail Manager software. The window title is 'POSitive Retail Manager - The Bluetique - Station: 1'. The menu bar includes File, Edit, Window, and Help. The toolbar contains various icons for System, Files, Setup, and Maintenance. The 'Accessories Detail' dialog box is the primary focus, with a 'View' sidebar on the left. The main area shows the following fields and options:

- Category Name:** Accessories
- Tax Category:** Sales Tax
- Price Basis:** Margin (selected), Markup
- Our Price:** 33.30 %
- Calculated Prices:** Not Rounded, 0.00, Exempt From Tax On PO
- AutoSKU Label:** (empty)
- When creating Order List, order enough to bring to Maximum quantity

A 'Tax Categories' dialog box is open, showing a list of tax categories: Non-Taxable and Sales Tax. The 'Sales Tax' option is selected. The 'View' sidebar on the left has the following options: Detail, Defaults, AutoSKU Setup, User-Defined Fields, Selling Prompts, Promo Pricing, GL Settings, Screen Prompts, Global Pricing, Age Verification, POSitive Commerce, and Bin Locations. A 'Department' icon is located in the bottom left corner of the image.

ADDING NEW CATEGORY:

When assigning (adding) or editing a Category

1. Add or Edit Category Descriptions (Lowercase)
2. Add/Edit Category Tax Category (Call us for help setting up your State's Sales Tax %)
3. Add/Edit a Target % Profit Margin. Helps suggest a retail \$, when cost is entered to Inv-item file.
4. To Save Category Settings, Click OK (F10)

Department & Categories

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The screenshot shows the POSITIVE Retail Manager interface. The main window is titled 'Category Listing' and contains a table of categories. The 'Accessories' category is selected and highlighted. The 'Close' button in the upper right corner of the window is highlighted with a red arrow and the number '1'.

| Category Name | Tax Category | Linked Departments |
|---|--------------|--------------------|
| <input checked="" type="checkbox"/> Accessories | Non-Taxable | APPAREL |
| <input type="checkbox"/> Alumni Consignments | Sales Tax | |
| <input type="checkbox"/> Apparel Open | Non-Taxable | |
| <input type="checkbox"/> Baked Chips | Non-Taxable | |
| <input type="checkbox"/> Baked Cookies | Non-Taxable | |
| <input type="checkbox"/> Bakery | Non-Taxable | |
| <input type="checkbox"/> Bakery Open | Non-Taxable | |
| <input type="checkbox"/> Balloons | Non-Taxable | |
| <input type="checkbox"/> Beverage Open | Non-Taxable | |
| <input type="checkbox"/> Breakfast Bars | Non-Taxable | |
| <input type="checkbox"/> Candy | Non-Taxable | |
| <input type="checkbox"/> Candy Open | Non-Taxable | |
| <input type="checkbox"/> Children Apparel | Sales Tax | |
| <input type="checkbox"/> Chips | Non-Taxable | |
| <input type="checkbox"/> Crackers | Non-Taxable | |

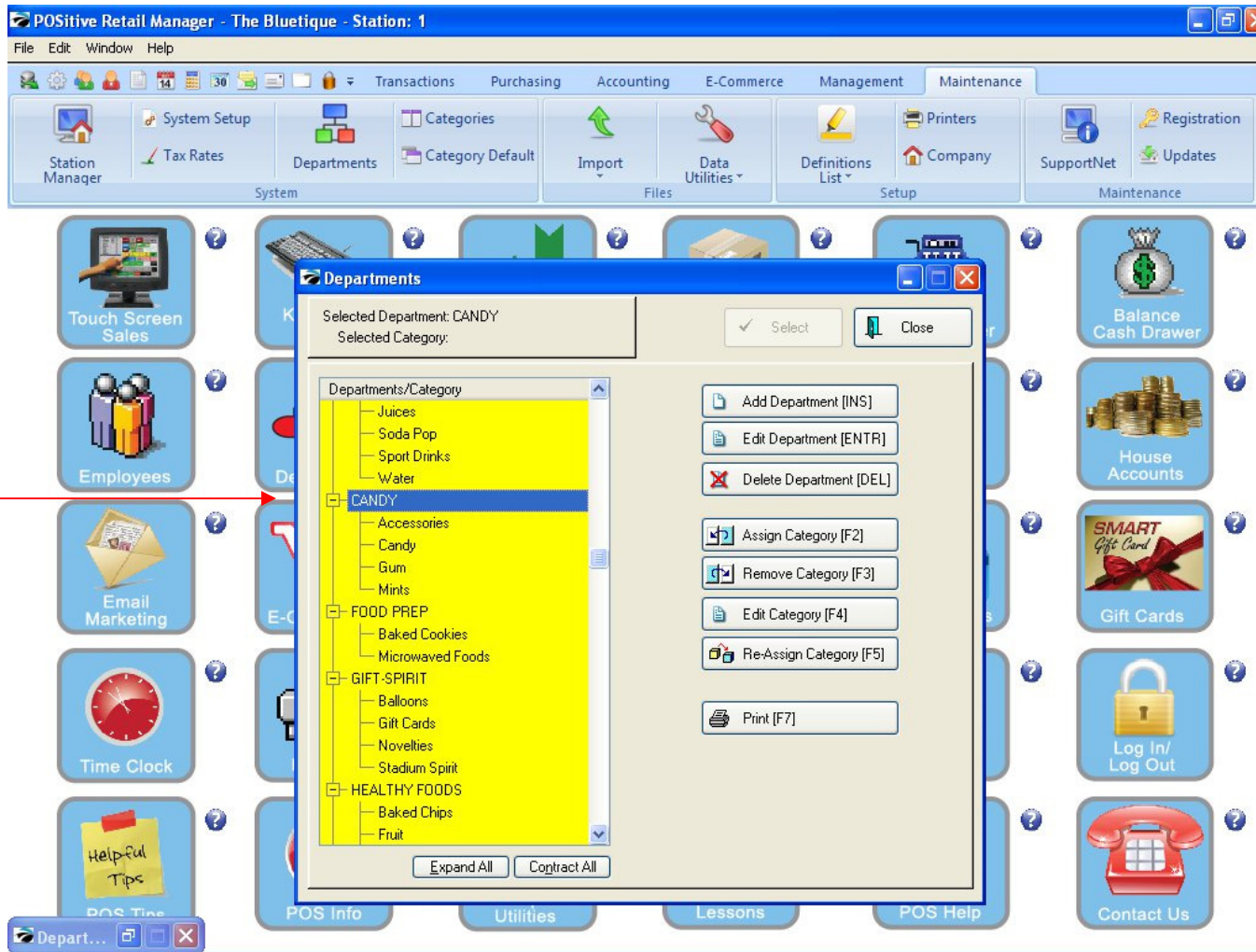
ADDING NEW CATEGORY:

Upon Saving your Category settings, you will arrive back to list of categories. Your Save Category will be highlighted

1. Locate the **Select** button and click it. (Upper Right)

Department & Categories

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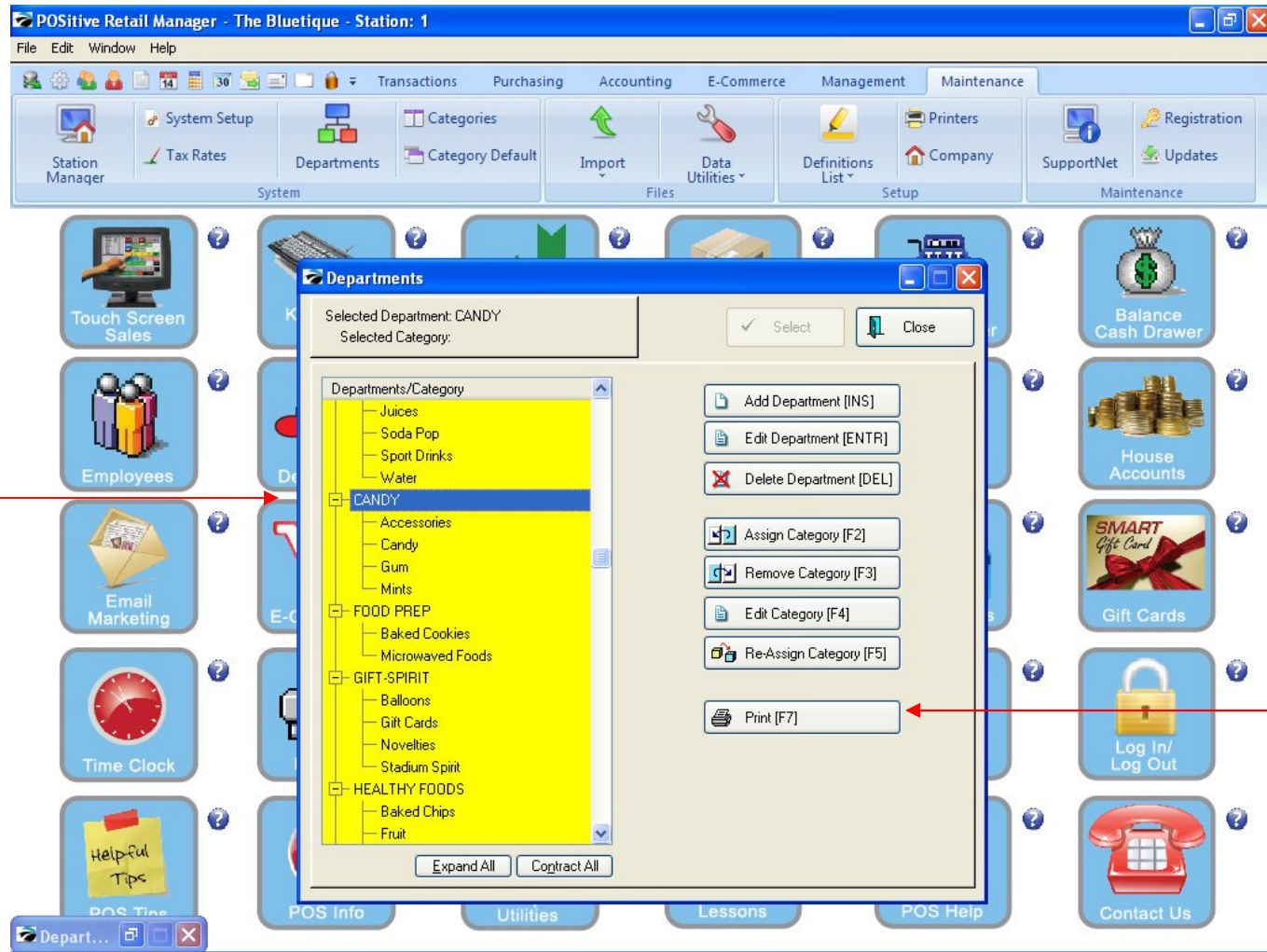
ADDING A CATEGORY:

Upon selecting your Category, you will see it in Alphabetic order under it's link to a Department

1. Contact our office if you wish to Add or Delete Department

Department & Categories

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PRINT DEPARTMENT & CATEGORY LIST:

In Department & Category Manager:

1. Select Print & Choose Print List

(NOTE: You may preview or print your Department & Category List)

Department & Categories

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Report Preview

File

Page: 1 of 2 Step: 20

Pages To Print: Search: Copies: 1

| Page | Size |
|------|--------|
| 1 | 18,008 |
| 2 | 13,958 |

Department/Category Report

| Code | Description | Category |
|--------|--------------------|---|
| ALUMNI | ALUMNI ASSOCIATION | Alumni Contribution |
| APP | APPAREL | Accessories Children Apparel Hats Jackets Polo shirt Shorts & Pants Sweatshirt/Hoodies T-Shirt Long Sleeve T-Shirt Short Sleeve Tights |
| BEV | BEVERAGES | Beverage Ice Teas Juices Soft Pop Sport Drinks Water |
| CANDY | CANDY | Accessories Baked Cookies Candy Gum Mints |
| FP | FOOD PREP | Baked Cookies Micro waved Foods |
| GIFT | GIFT - SPIRIT | Balloons Gift Cards Novelty Stickers/Spirit |
| HF | HEALTHY FOODS | Baked Chips Fruit Granola Bars |

Page: 1

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Zoom: 60% 2 pages, 31.2Kb

DEPARTMENT & CATEGORY LIST & REPORT

Please Review Carefully for Errors

(NOTE: Contact our office if you wish to remove or reassign a Department or Category)