Inventory Notes

IN KEYBOARD SALES MODE:
To add inventory notes, you must go to Manager Mode.
1. Select Show More Options Button (F2)
2. Select Manager Mode Button(F9)
(NOTE: Only Teachers & Managers will have access to Manager Mode)

Inventory Notes

IN TOUCH SCREEN SALES MODE:
To add inventory notes, you must go to Manager Mode.
1. Touch Manager Button
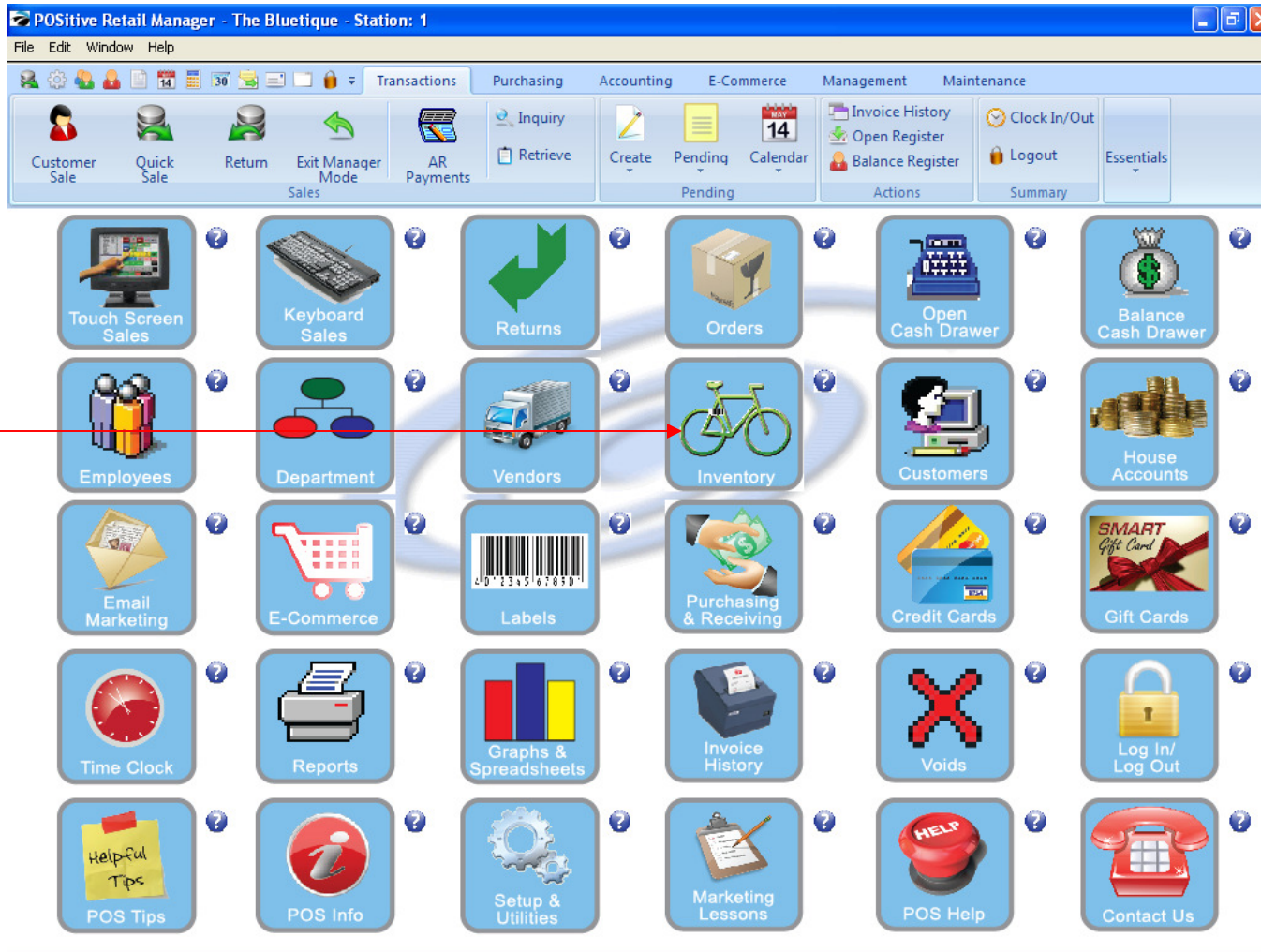
Inventory Notes

ON MANAGER BUTTON SCREEN:
1. Select Manager Mode Button
(NOTE: Only Teachers & Managers will have access to Manager Mode)

Inventory Notes

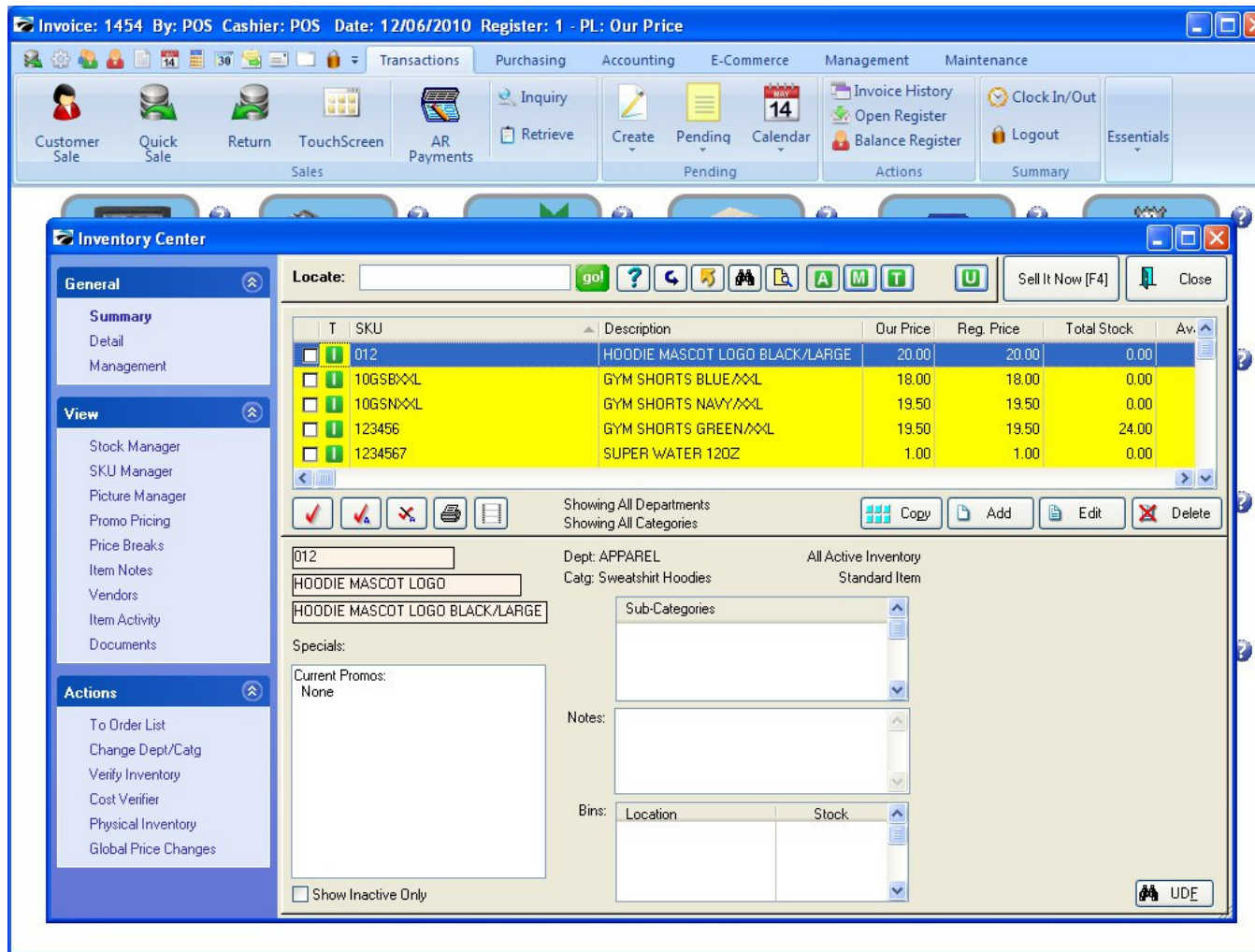IN MANAGER MODE:
Go to Inventory Center
To add inventory notes, go to INVENTORY

1. Select Inventory Button

Inventory Notes

Transaction Notes are used to remind the cashier that with this item, you can purchase more and save. It can also be used if this item is a Mix & Match item.

Since it prints on the receipt, you can also communicate information such as: warranty, washing instructions, ect.

Inventory Notes

INVENTORY CENTER:
Add A Transaction Note...

1. Highlight the inventory item
2. Under View on the Menu bar, select Item Notes

Inventory Notes

INVENTORY CENTER:
Add A Transaction Note...

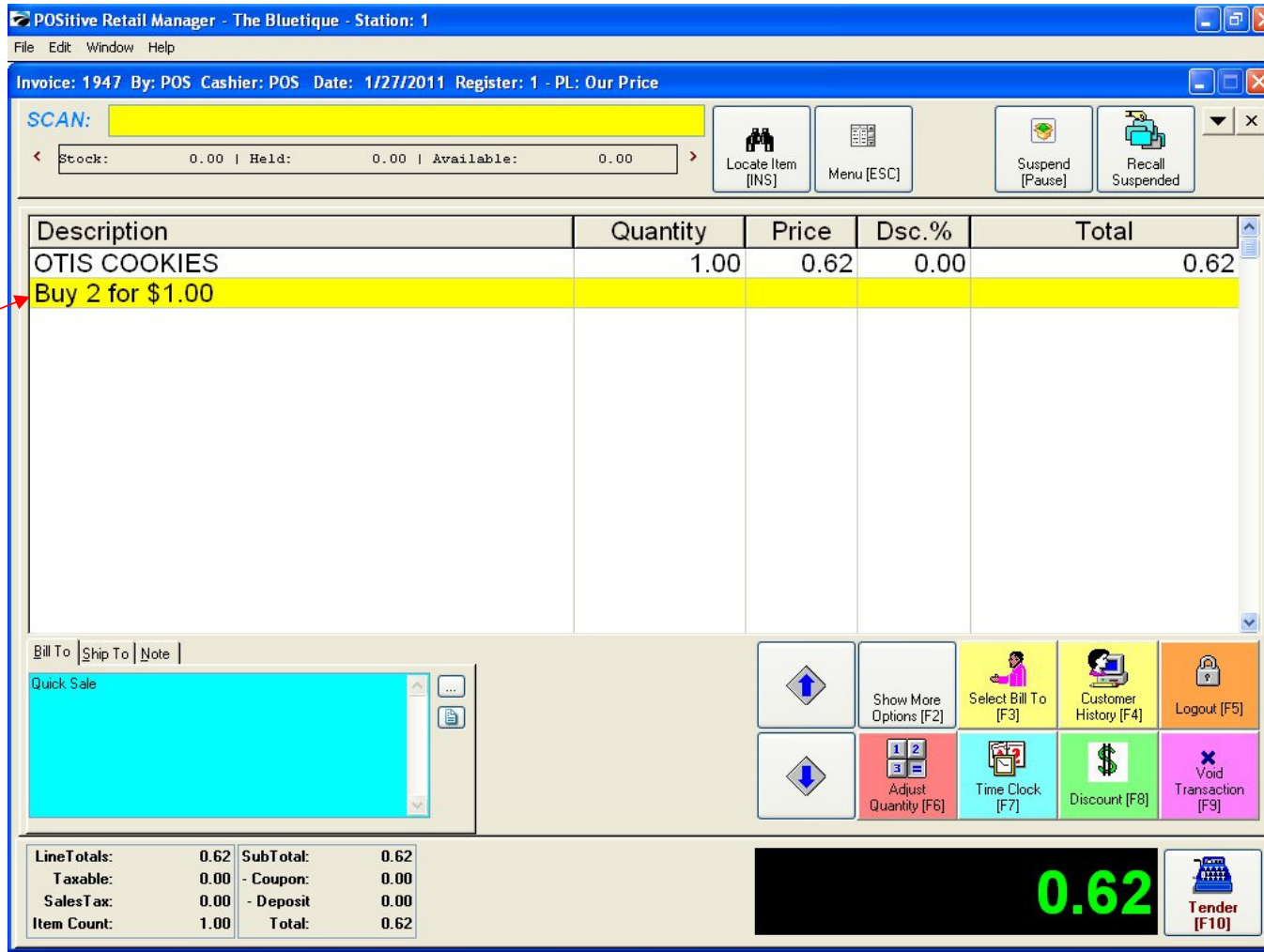1. Select the Edit Button

Inventory Notes

INVENTORY CENTER:
Add A Transaction Note...

1. Type inventory note in the yellow box. (Example: Buy 2 for $1.00)
2. Select the Save Button
3. Select the Close Button

Inventory Notes

INVENTORY CENTER:
Test in the Sales Screen

1. Scan or enter your item.
2. Transaction note will appear below the item

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INVENTORY CENTER:
Test in the Sales Screen

1. Scan or enter your item.
2. Transaction note will appear below the item