

IN KEYBOARD SALES MODE:

To Add or edit departments & categories, 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)

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IN TOUCH SCREEN SALES MODE:

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

1. Touch Manager Button

SKU	Description Quantity	n Price D	isc. Tota	1	Exit Program	Log	out	GO Go to Sales
					Balance Reg.	Daily Sales Summary	Gift Certificates	Edit Bill To
					Invoice History	Hake AR Payment	Note	Edit Notes
					Open Cash Drawer	Report Center	Price Check	Return From Invoice
					Discount	Time Clock	Show Costs	Void
Quick Sale						Manage	r Mode	-
LineTotals: Taxable: SalesTax: Item Count:	0.00 SubTotal: 0.00 - Coupon: 0.00 - Deposit 0.00 Total:	0.00 0.00 0.00 0.00	٩	٢				0.00

ON MANAGER BUTTON SCREEN:

1. Select Manager Mode Button

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

Touch

Manager Mode

(Department & Categories)



IN MANAGER MODE: To Add or edit departments & categories

1. Select Department Button

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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 & CATEGORY LIST:

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



ADDING NEW CATEGORY:

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



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)



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)



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**



PRINT DEPARTMENT & CATEGORY LIST:

- In Department & Category Manager:
- 1. Select Print & Choose Print List
- (NOTE: You may preview or print your Department & Category List)

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DEPARTMENT & CATEGORY LIST & REPORT

Please Review Carefully for Errors

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