

iCAFE - Manage Products

Introduction

iPOS is designed as an Enterprise system. This implies that the same version iPOS will be used in many different locations throughout an Enterprise (franchise, corporation, business) and will be centrally maintained to allow for the different locations to consolidate reporting. Local conditions do exist in many Enterprises and iPOS has methods of handling these conditions.

All products must be added to the MASTER version of iPOS then downloaded to each location. In each location you can switch off products so they are not visible in iPOS and cannot be selected. This will reduce error rates and reduce screen clutter.

Any new products downloaded will be ACTIVE by default.

Procedure -Activate Or Deactivate Products Locally

LOGIN to the system using your LOGIN and PASSWORD
Select **Products Local** from the **Administration Menu**

Select the department from the list the product belongs to (top right of the screen)
Find the product in the list.

TO ADD - Tick the Active column for that product.

TO DELETE - Remove the Tick in the Active column for that product. You should also set the FASTBAR to zero and clear the tick from the Mini COGS column as well.

Repeat for any other products in this department

Click **Save** (top right corner, picture of a disk)

Don't select a new department until you have clicked Save or the changes will be lost.

When you have completed all of the changes you want to make you need to complete this final step before the changes are shown on the FASTBAR screen.

Select **Menu** (top left corner)

Select **Build POS Screens** from the **Configuration Menu**

The system will now calculate all of the changes made into a picture of the Point of Sale system.

When the system returns to the Main Menu then you can start Point of Sale system and check the results.

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