CLOUD - Products Sold Out and Products Local Guide

Procedure –Mark Or Unmark Products Sold Out

LOGIN to the system using your LOGIN and PASSWORD
Select **Products Sold Out** under the **Features Heading**

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

TO Mark – Tick the Active column for that product.
TO Unmark – Remove the Tick in the Active column for that product.

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 iOrder.

Select **Sales** (top left corner)
Select **Build POS Screens** from the **Warehouse** Heading
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.

Select **integrations** (Under Features Header)
Select **iOrder** under the **Imagatec Integration Heading** Select **Reload iOrder Menu (Live)** under the **Admin Tools Heading** The System will now calculate the changes and reload your iOrder site, once completed check the results.

Procedure –Activate Or Deactivate Products Locally

LOGIN to the system using your LOGIN and PASSWORD
Select **Products Local** under the **Features Heading**

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 POS screen.

Select **Sales** (top left corner)
Select **Build POS Screens** from the **Warehouse** Heading
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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