How to manage categories and shortcuts?
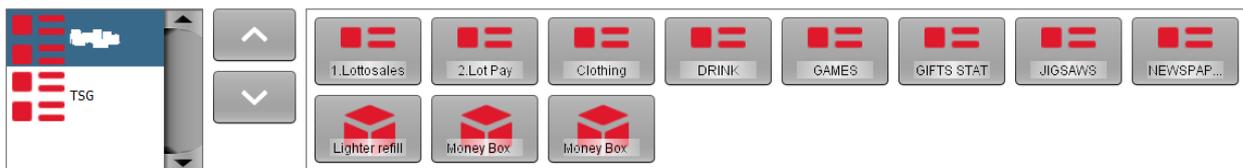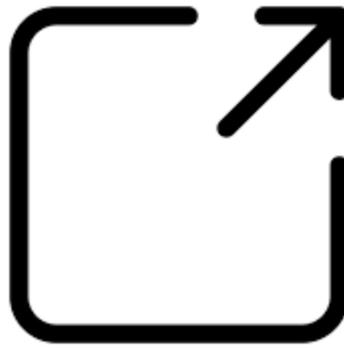
How to manage categories?

Click on categories

That is where you can manage (hide and order) your categories in your sales panel.
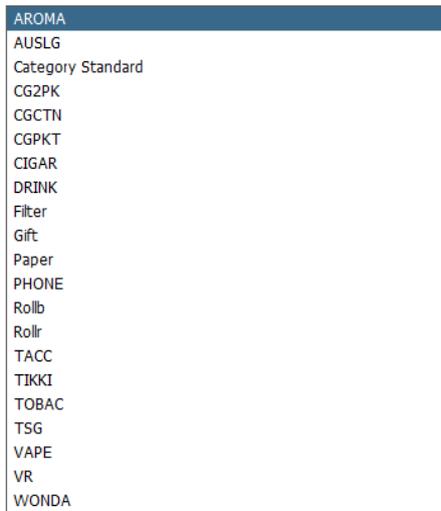
Hide a category if you don't need it.

Choose the category section to match it with the category name. Like AROMA ,AROMA. Save the setting. Now you will realise AROMA has been hidden in the sales panel .
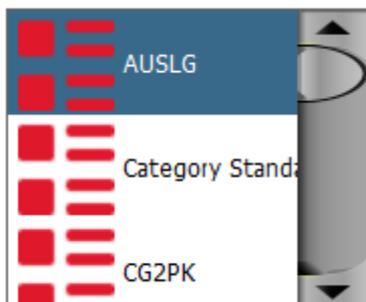
Place your categories in order if you use one more than others.

In this case ,we will put category Gift on 1st and TSG as 2nd . Put numbers in order in Catalogue and save the setting.

Categories

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Name	Gift
Category	
Text Tip Message	
Image	
Default margin	0.0
Order in Catalogue	1

Reallocate Categories   Set Margin By Supplier

TSG POS - 1.6.19-20200526 - LIVE

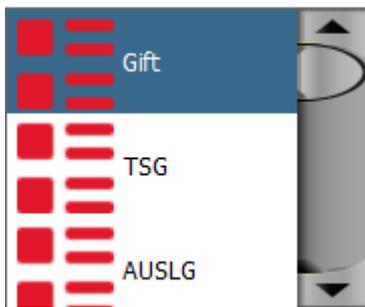22-07-2020 10:47:40

Categories

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Name	TSG
Category	
Text Tip Message	
Image	
Default margin	0.0
Order in Catalogue	2

Reallocate Categories   Set Margin By Supplier

Now the sales panel should look like this.

Place categories inside a category.

In this case, we will put category "phone" "Paper" and "Drink" into Gift category.

The sales panel should like this now.
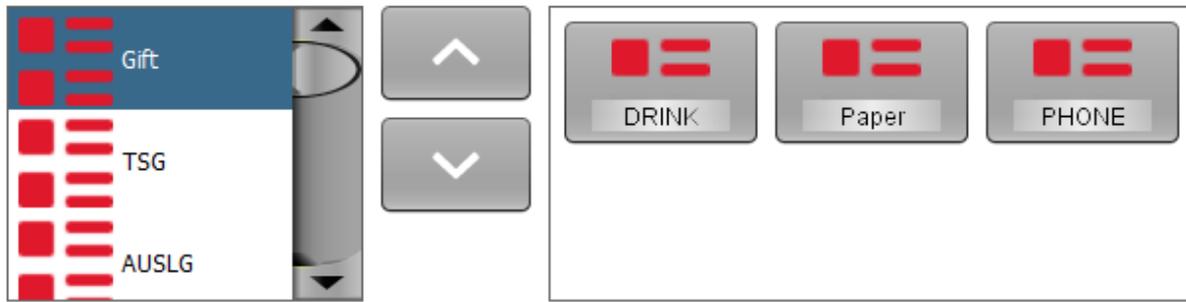
How to manager shortcut/hot key?

We have nicely set up the category. Now we going to put products in
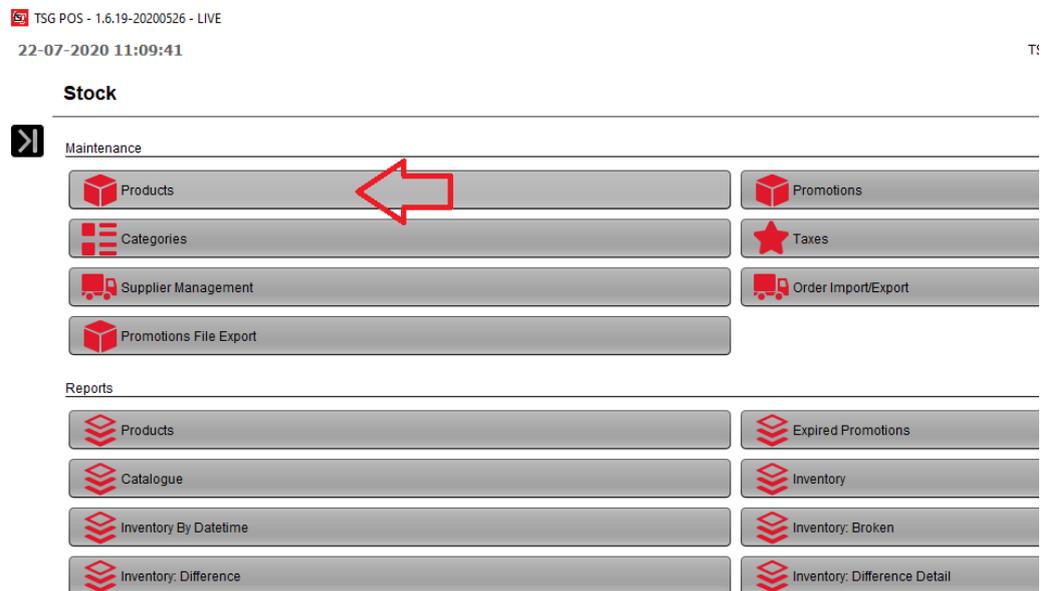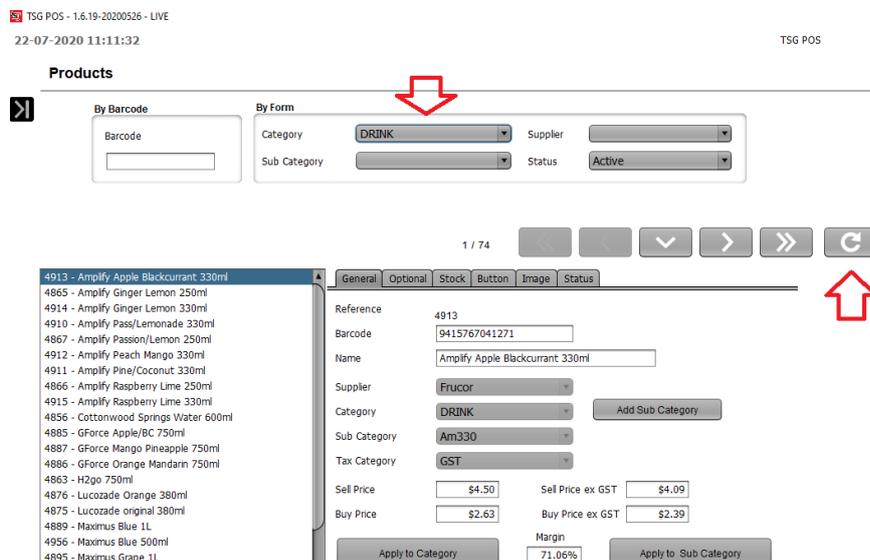
Click on products.

Choose a category or scan a barcode and click on refresh button

Tick the "In Catalogue", save your setting.

Now if we click the Drink category in sales panel, it should look like this.

How to create shortcut/hot key for product does not come with barcode?

In this example, we will create a shortcut for a product called Candle under the "Gift" category .

Go to product page, click "+" to add a new product.

Select in Catalogue. Save settings.

You sales panel should look like this now.
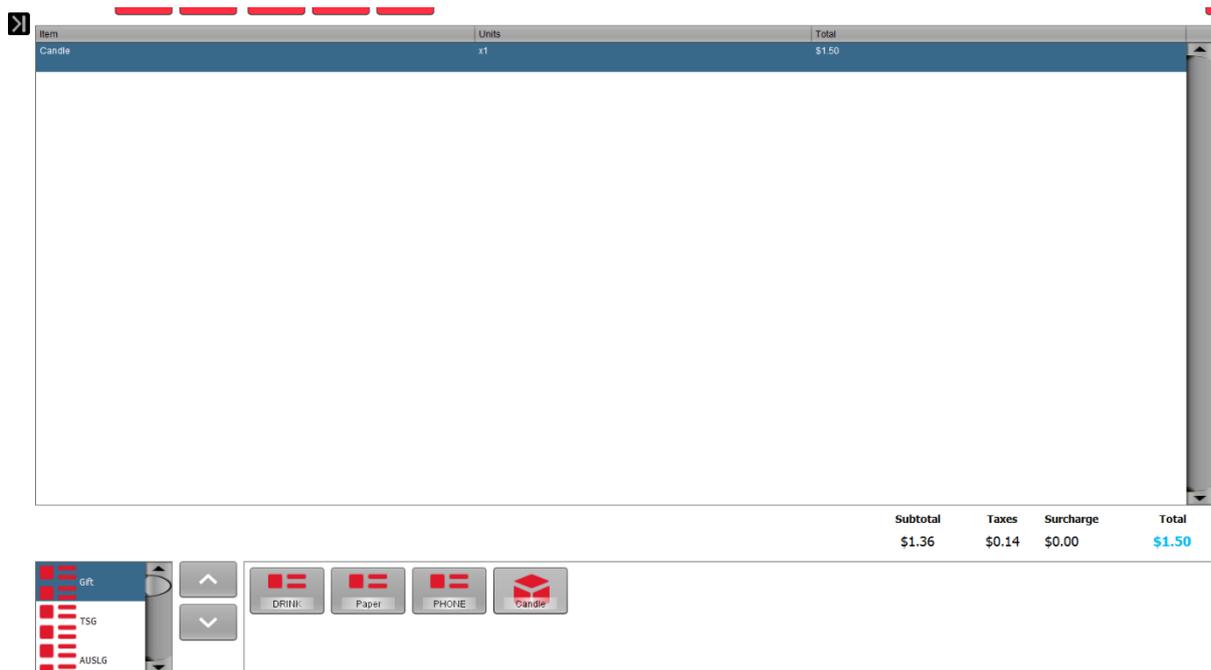
What if there are 4 types of candles at different prices?

You can either create 4 different products (candle1, candle2 etc) or you can change the product to a Variable price product.

Now we can set the product "Candle" with a different price. Simply enter number like 1, 10,12.5(Depends how much the product is) and click on Candle shortcut.

The sales panel should look like this now.

Item	Units	Total
Candle	x1	$1.00
Candle	x1	$10.00
Candle	x1	$12.50

How do we manage the order in the shortcut section?

The shortcut section is sorted alphabetically. If you really like to change the order, you can simply put number before the category name. Like 1.Zippo.