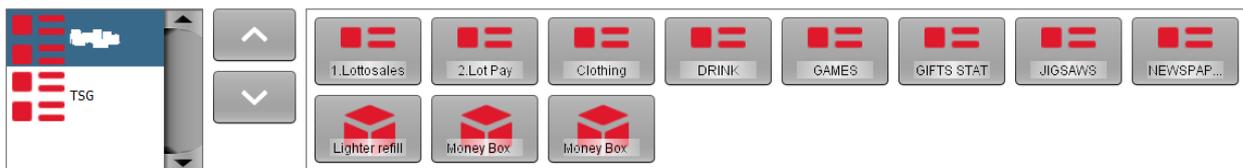
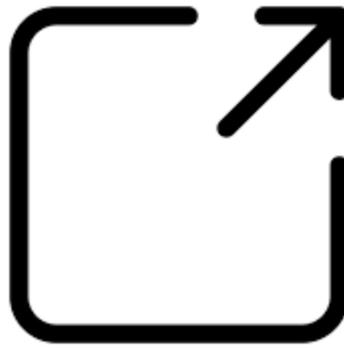




How to manage categories and shortcuts?





How to manage categories?

Click on categories

TSG POS - 1.6.17-20200416 - LIVE
30-04-2020 11:10:21 TSG POS

Stock

Maintenance

Products	Promotions	Stock Holding
Categories	Taxes	Stock Movement
Supplier Management	Order Import/Export	Price Board
Promotions File Export		

Reports

Products	Expired Promotions	Product Labels
Catalogue	Inventory	Current Inventory
Inventory By Date/Time	Inventory Broken	Inventory List Detail
Inventory Difference	Inventory Difference Detail	Imported Orders

TSG POS - 1.6.17-20200416 - LIVE
27-04-2020 10:39:22 TSG POS

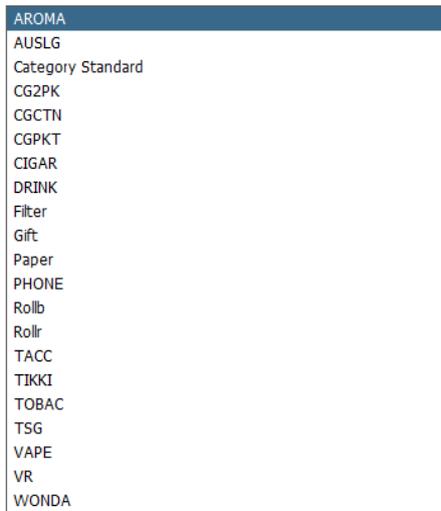
Categories

5 / 20

AROMA	Name	CGCTN
AUSLG	Category	
Category Standard	Text Tip Message	
CG2PK	Image	
CGCTN		
CGPKT		
CIGAR		100%
DRINK		
Filter		
Paper		
PHONE	Default margin	5.0
Roll	Order in Catalogue	
Roll		
TACC		
TBKI		
TOBAC		
TSG		
VAPE		
VR		
WONDA		

Reallocate Categories Set Margin By Supplier

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 .

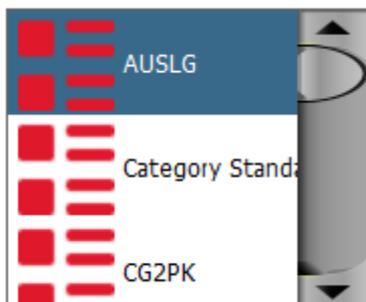
Categories

1 / 21

AROMA
AUSLG
Category Standard
CG2PK
CGCTN
CGPKT
CIGAR
DRINK
Filter
Gift
Paper
PHONE
Rollb
Rollr
TACC
TIKKI
TOBAC
TSG
VAPE

Name: AROMA
Category: AROMA
Text Tip Message:
Image:

100%



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

10 / 21

AROMA
AUSLG
Category Standard
CG2PK
CGCTN
CGPKT
CIGAR
DRINK
Filter
Gift
Paper
PHONE
Rollb
Rollr
TACC
TIKKI
TOBAC
TSG
VAPE
VR
WONDA

Name: Gift
Category: [dropdown]
Text Tip Message: [input]
Image: [camera icon]
Default margin: 0.0
Order in Catalogue: 1

Buttons: Reallocate Categories, Set Margin By Supplier

ISG POS - 1.6.19-20200526 - LIVE

22-07-2020 10:47:40

Categories

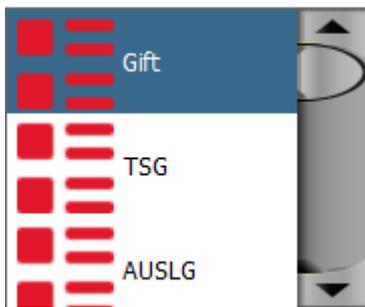
18 / 21

AROMA
AUSLG
Category Standard
CG2PK
CGCTN
CGPKT
CIGAR
DRINK
Filter
Gift
Paper
PHONE
Rollb
Rollr
TACC
TIKKI
TOBAC
TSG
VAPE
VR
WONDA

Name: TSG
Category: [dropdown]
Text Tip Message: [input]
Image: [camera icon]
Default margin: 0.0
Order in Catalogue: 2

Buttons: 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.

TSG POS - 1.6.19-20200526 - LIVE
22-07-2020 11:00:24

TSG POS

Categories

AROMA
AUSLG
Category Standard
CG2PK
CGCTN
CGPKT
CIGAR
DRINK
Filter
Gift
Paper
PHONE
Rollb
Rollr
TACC
TIKKI
TOBAC
TSG
VAPE
VR
WONDA

Name: DRINK
Category: Gift
Text Tip Message:
Image:
Default margin: 0.0
Order in Catalogue:
Buttons: Reallocate Categories, Set Margin By Supplier

8 / 21

TSG POS - 1.6.19-20200526 - LIVE
22-07-2020 11:01:48

TSG POS

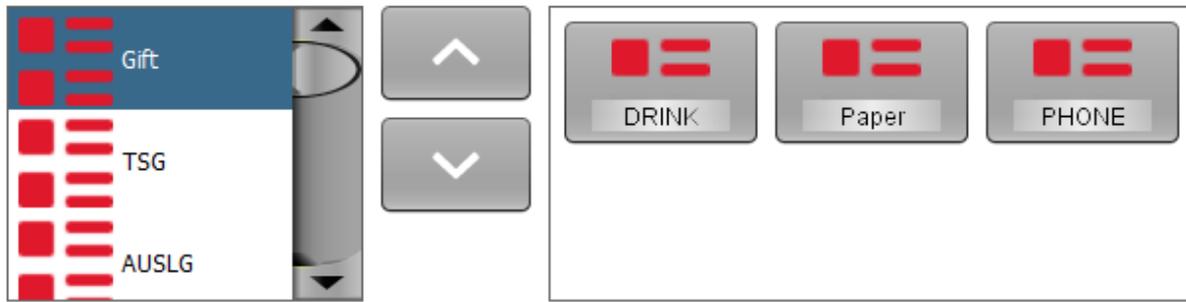
Categories

AROMA
AUSLG
Category Standard
CG2PK
CGCTN
CGPKT
CIGAR
DRINK
Filter
Gift
Paper
PHONE
Rollb
Rollr
TACC
TIKKI
TOBAC
TSG
VAPE
VR
WONDA

Name: Paper
Category: Gift
Text Tip Message:
Image:
Default margin: 0.0
Order in Catalogue:
Buttons: Reallocate Categories, Set Margin By Supplier

11 / 21

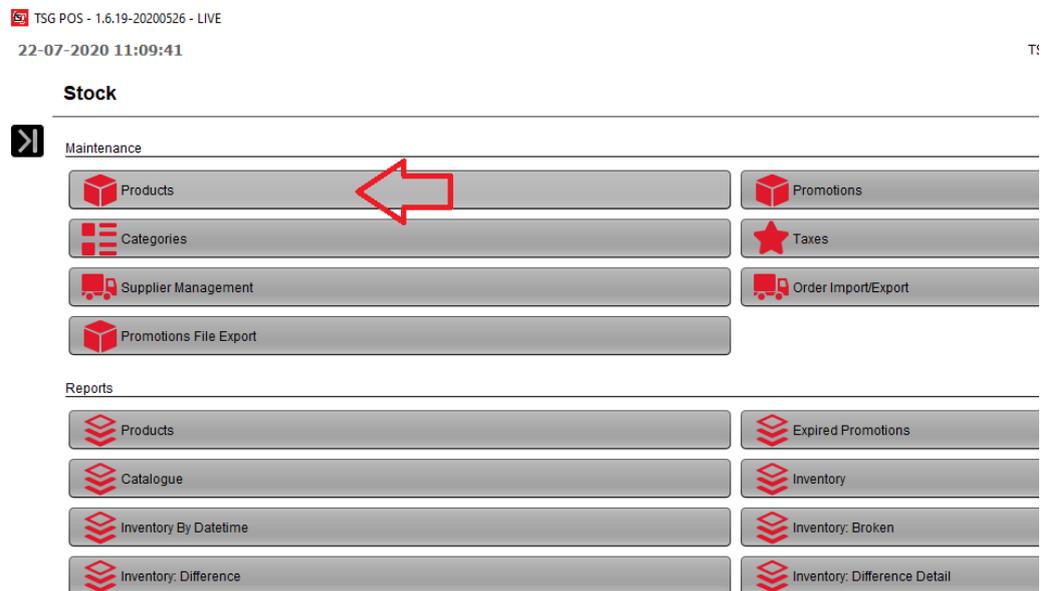
The sales panel should like this now.



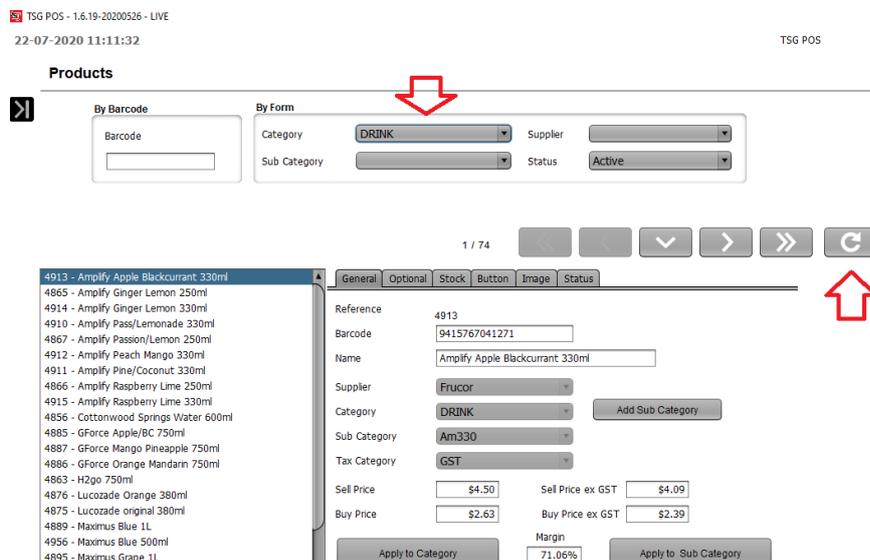
How to manager shortcut/hot key?

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.

4913 - Amplify Apple Blackcurrant 330ml
4865 - Amplify Ginger Lemon 250ml
4914 - Amplify Ginger Lemon 330ml
4910 - Amplify Pass/Lemonade 330ml
4867 - Amplify Passion/Lemon 250ml
4912 - Amplify Peach Mango 330ml
4911 - Amplify Pine/Coconut 330ml
4866 - Amplify Raspberry Lime 250ml
4915 - Amplify Raspberry Lime 330ml
4856 - Cottonwood Springs Water 600ml
4885 - GForce Apple/BC 750ml
4887 - GForce Mango Pineapple 750ml
4886 - GForce Orange Mandarin 750ml

General Optional Stock Button Image Status

Stock Volume
 In Catalogue
Order in Catalogue
 Variable Price Product
 Include In Stock Control
 Include in Update Stock and Prices

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

DRINK

Amplify GForce H2go 750ml Maximus Rockstar V Energy

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.

General Optional Stock Button Image Status

Reference f7e4bdc4b6

Barcode

Name

Supplier

Category

Sub Category

Tax Category

Sell Price Sell Price ex GST

Buy Price Buy Price ex GST

Margin

Select in Catalogue. Save settings.

Stock Volume

In Catalogue 

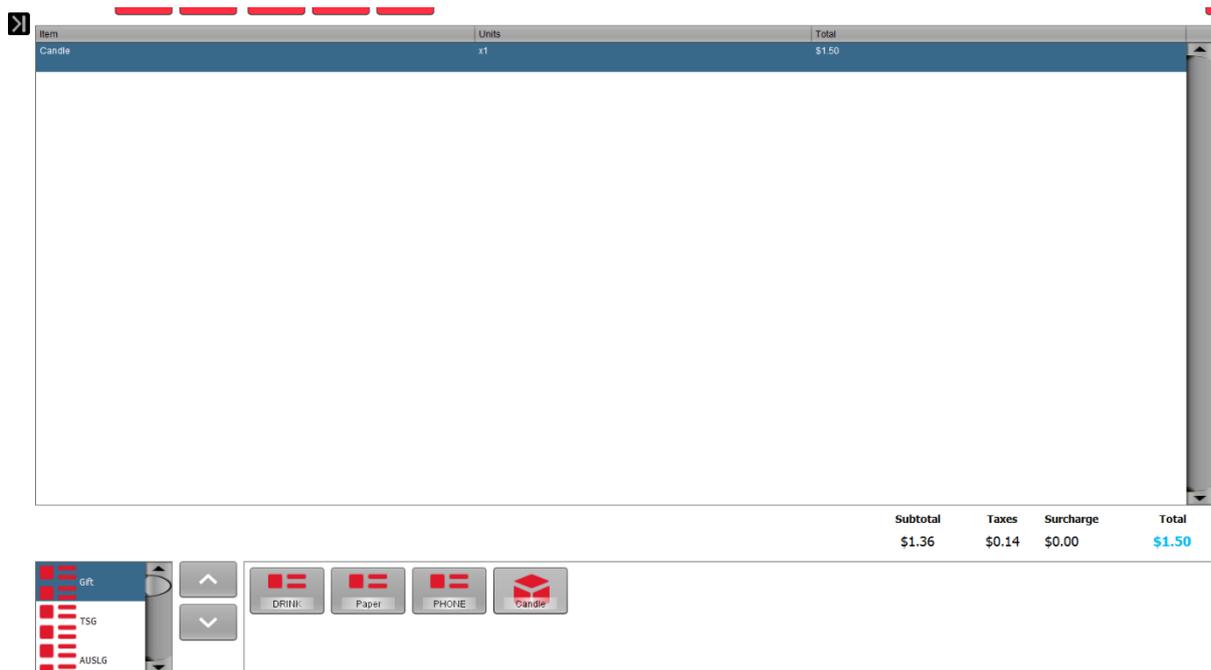
Order in Catalogue

Variable Price Product

Include In Stock Control

Include in Update Stock and Prices

Your 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.

General Optional **Stock** Button Image Status

Stock Volume

In Catalogue

Order in Catalogue

Variable Price Product 

Include In Stock Control

Include in Update Stock and Prices

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.

