

How to manage categories and shortcuts?





How to manage categories? Click on categories

₩ TSG 30-0	POS - 1.6.17-20200116 - LIVE 4-2020 11:10:21	TSS POS	-
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	Promotions File Export		
	Reports		
	Products	Sexpired Promotions	Sep Product Labels
	Catalogue	Se Inventory	Current Inventory
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WONDA	Default margin 5.0 Order in Catalogue 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.

Category Stands

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.

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ROMA	
USLG	
ategory Standard	Name Gift
	Category
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POS - 1.6.19-20200526 - LIVE 7-2020 10:47:40 Categories	
POS - 1.6.19-20200526 - LIVE 7-2020 10:47:40 Categories	18 / 21
POS - 1.6.19-20200526 - LIVE 7-2020 10:47:40 Categories	18 / 21
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AROMA AUSLG Category Standard	18 / 21 🔣 🗸 🗸
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AROMA AUSLG Category Standard CSZPK	Name TSG Category
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AROMA AUSLG Categories AROMA AUSLG Category Standard CG2PK CGCTN CGPKT CGFAT CIGAR DRINK Filter Gift Paper PHONE Rollb Rollr TACC TIKKI TOBAC TSG VAPE VR WONDA	Vame TSG Category Text Tip Message Image
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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.

Categories			
	C	8/21	\rangle
AROMA			
AUSLG	Namo	DRINK	
Category Standard	Name	DRINK	
CG2PK	Category	Gíft 💽 🗸 🗖	
CGCIN	Text Tip Message		
CIGAR			
DRINK	Image	T ^A	
Filter			
Gift			
Paper			
PHONE			
Rollb			
RUIII TACC		100%	
TIKKI			
TOBAC		0	
TSG			
VAPE			
VR		0.0	
WONDA	Default margin	0.0	
	Order in Catalogue		
	order in catalogue		
	Reallocate Categories	Set Margin By Supplier	
POS - 1.6.19-20200526 - LIVE 7- 2020 11:01:48	Reallocate Categorie:	Set Margin By Supplier	
POS - 1.6.19-20200526 - LIVE 7-2020 11:01:48 Categories	Reallocate Categorie:	Set Margin By Supplier	
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The sales panel should like this now.

Gift		
TSG	~	DRINK Paper PHONE
AUSLG	-	

How to manager shortcut/hot key?

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

Click on products.	
TSG POS - 1.6.19-20200526 - LIVE 22-07-2020 11:09:41	т
Stock	
Maintenance	
Products	Promotions
Categories	Taxes
Supplier Management	Order Import/Export
Promotions File Export	
Reports	
Products	Expired Promotions
Catalogue	Inventory
Inventory By Datetime	Inventory: Broken
Inventory: Difference	Inventory: Difference Detail

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

STS	G POS - 1.6.19-20200526 - LIVE							
22-0	07-2020 11:11:32							TSG POS
	Products			-				
Х	By Barcode	By Form	र	حر				
	Barcode	Category	DRINK		Supplier		•	
		Sub Category		2	Status	Active	•	
				1 / 74				» C
	4913 - Amplify Apple Blackcurrant 330ml		General Optiona	Stock Butto	n Image Sta	atus		~
	4865 - Amplify Ginger Lemon 250ml 4914 - Amplify Ginger Lemon 330ml 4910 - Amplify Pass/Lemonade 330ml		Reference Barcode	4913 94157670412	71			⁻ ひ
	4907 - Amplify Passion/Lemon 250ml 4912 - Amplify Peach Mango 330ml 4911 - Amplify Pine/Coconut 330ml	- 1	Name	Amplify Apple	Blackcurrant 33()ml		
	4866 - Amplify Raspberry Lime 250ml 4915 - Amplify Raspberry Lime 330ml	- 1	Supplier	Frucor	T			
	4856 - Cottonwood Springs Water 600ml		Category	DRINK	Ŧ	Add Sub Cat	egory	
	4885 - GForce Apple/BC 750ml 4887 - GForce Mango Pineapple 750ml		Sub Category	Am330	Ŧ			
	4886 - GForce Orange Mandarin 750ml		Tax Category	GST	Ŧ			
	4876 - Lucozade Orange 380ml		Sell Price	\$4.50	Sell Pric	e ex GST \$4.	09	
	4875 - Lucozade original 380ml		Buy Price	\$2.63	Buy Price	e ex GST \$2.	39	
	4889 - Maximus Blue 1L 4956 - Maximus Blue 500ml				Margin			
	4895 - Maximus Grape 1L		Apply to C	ategory	71.06%	Apply to	Sub Category	

Tick the "In Catalogue", save your setting.

	1/74
4913 - Amplify Apple Blackcurrant 330ml	General Optional Stock Button Image Status
4865 - Amplify Ginger Lemon 250ml	
4914 - Amplify Ginger Lemon 330ml	Charle Victoria
4910 - Amplify Pass/Lemonade 330ml	
4867 - Amplify Passion/Lemon 250ml	🗹 In Catalogue
4912 - Amplify Peach Mango 330ml	
4911 - Amplify Pine/Coconut 330ml	Order in Catalogue
4866 - Amplify Raspberry Lime 250ml	Variable Price Product
4915 - Amplify Raspberry Lime 330ml	
4856 - Cottonwood Springs Water 600ml	Include In Stock Control
4885 - GForce Apple/BC 750ml	Include in Lindate Stock and Prices
4887 - GForce Mango Pineapple 750ml	
4886 - GForce Orange Mandarin 750ml	

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.

General Optional	Stock Button Image Status
Reference	f7e4bdc4b6
Barcode	Candle
Name	Candle
Supplier	<default></default>
Category	Gift Add Sub Category
Sub Category	▼
Tax Category	GST
Sell Price	1.50 Sell Price ex GST \$1.36
Buy Price	.70 Buy Price ex GST \$0.64
Apply to Cat	egory 114.29% Apply to Sub Category

Select in Catalogue. Save settings.

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

You sales panel should look like this now.

М						
21	Item	Units	Total			
	Candle					
						-
			Subtotal	Taxes	Surcharge	Total
			\$1.36	\$0.14	\$0.00	\$1.50
	DRINK Paper PHONE	ECandle				

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 Op	tional Stock Button Image Status
	Stock Volume
\checkmark	In Catalogue
	Order in Catalogue
\checkmark	Variable Price Product
\checkmark	Include In Stock Control
\checkmark	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.



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.

