QUICK REFERENCE GUIDE

SMART 360 POS™

Adding Inventory

This feature provides the business the option to manually enter inventory items single or multiple.

Refer to Importing Inventory Quick Reference Guide, to upload inventory utilizing an excel file

- 1. Open your web browser. Go to http://backoffice.smart360pos.com.
- 2. Enter the email and password provided, followed by clicking the **Login** button.



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Employee



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QUICK REFERENCE GUIDE

Inventory can be set up utilizing Standard or Choice items

(example Small, Medium, Large)

Inventorv

Inventory Lookup

00031

B) Choice Items: Items with the same bar code or different choices within a bar code



A) Standard Items: Regular inventory item

1. Click the Add button.

2. Select Standard Items.

A) Adding Inventory - Standard Items



Time:

Sa a sa

a





B) Adding Inventory - Choice Items

Choice items provide the option to add a sub-menu of items that are all the same item but perhaps a different size. For example, you may sell French Fries in three different sizes - small, medium and large. You however would like to simplify the entry process, by having one button for French Fries and within the French Fries selection the choice of Small, Medium and Large. The example below demonstrates how to set up a choice feature for French Fries.

In order to 'link' the different sized variables (Small, Medium, Large), you must first create each item separately as a standard item. Once complete, the choice item feature is utilized to link the items.

1. Click the Add button.	Invento	ry						Add
	Inventory Looku	P				Bearch Ite	m No. or item M	lame Q
	Item No	ltern Name	gst	pst	hst	Cost	Price	Stock
	1	Non-Tax	False	False	False	0	0	999
	2	Tax 1 Item	True	False	False	0	0	999
	3	Tax 2 ttem	False	True	False	0	0	999
	4	Tax 3 Item	False	False	True	0	0	1000
2. Select Standard Item.	What type of item would you like to Add?							

3. Create the main item (in this example French Fries). Ensure the same barcode item number is used for the main item and the different variables (Small, Medium, Large). Enter the product information, select the tax rate applicable to this item and select from the drop down bar, the

department to be assigned for this inventory item. When complete press the Save button.

3

	Inventory Detail	
	Standard Items Choice Items	
	Inventory Information Select Tax Rate	•
	Product Id Auto-GeneratedValue gst 😢	
	Barcodeltem 5678 pst 2	
	Search Item Name hist	
	tem Name French Fries	
	Isem Name	
Note: for Choice Items, it is recommended	Cost 0.00 Rem Stock 1000	
that you enter a large number for Item	Price 0.00 Select Snack	• •
	Department	
Stock, as otherwise. You will be alerted		
	Optional Info Special Price Attachment Items	
to low inventory.	TS Display	
	Reorder Level 00	

What type of item would you like to Add?



pst hst

False False 10.2

False False 4.8

Ealse Ealse 5.4

False

3. Enter the product information, select the tax rate applicable to this item and select from the drop down bar, the department to be assigned for this inventory item. When complete press the save button.

1/2 pou

Inventory Detail









4. Repeat the same steps for the first variable. Select Standard item.

button. When complete press the **save** button.



5. Create the first variable. (In the example below, French Fries – Small is being created).

Ensure that the barcode item number is the same as the barcode created in Step 3. Enter

the product information, select the tax rate applicable to this item and select from the drop

down bar, the department to be assigned for this inventory item. Uncheck the TS Display

6. Repeat the same step second variable. Select $\ensuremath{\textbf{Standard}}$ item.

Standard Items Choice Items



7. Create the 2nd variable. (In the example below, French Fries – Medium is being created). Ensure that the barcode item number is the same as the barcode created in Step 3. Enter the product information, select the tax rate applicable to this item and select from the drop down bar, the department to be assigned for this inventory item. <u>Uncheck the TS Display</u> <u>button</u>. When complete press the **save** button. 9. Create the third variable. (In the example below, French Fries- Large is being created). Ensure that the barcode item number is the same as the barcode created in Step 3. Enter the product information, select the tax rate applicable to this item and select from the drop down bar, the department to be assigned for this inventory item. <u>Uncheck the TS Display</u> <u>button</u>. When complete press the **save** button.

What type of item would you like to Add?

8. Repeat the same step for the third variable. Select **Standard item**.

Inventory	Information	Select Ta	ax Rate
Product Id	Auto-GeneratedValue	gst	
Barcode/Item Number	5678	pst	
	Search Item Name	hst	
ltem Name	FF- Small		
Cost	0.50	Item Stock	1000
Price	1.99	Select Department	Snacks
Optional	Info Special Price	Attachment Items	
TS Display)		

Product Id		Auto-GeneratedValue	gst	
Barcode/Item Number	5678		pst	
	Search	Item Name	hst	
Item Name	FF -Med	ium		
Cost	1.00		Item Stock	1000
Price	2.99		Select Department	Snacks
Optional	Info	Special Price	Attachment Items	
TS Display	ר			
Reorder Level	00			

5



QUICK REFERENCE GUIDE Adding Inventory Adding Inventory Adding Inventory QUICK REFERENCE GUIDE QUICK REFERENCE GUIDE Tools: Difficulty: Tools: Difficulty: Time: Tools: Difficulty: Time: Time: 5 (+) Minutes No Tools Required Easy 5 (+) Minutes No Tools Required 5 (+) Minutes No Tools Required Easy Easy Step 1 123 Step 1 Step 1 P 123 Sale and a second

10. In our example, the Small, Medium and Large sized French Fries was created. Press the cancel button. The screen should now show the French Fries main item and 3 sizes created.

Inventory	Add
Inventory Lookup	Search Item No. or Item Name

Item No	Item Name	gst	pst	hst	Cost	Price	Stock
5678	FF - Large	True	False	False	1.5	3.99	1000
5678	FF -Med	True	False	False	1	2.99	1000
5678	FF- Small	True	True	False	0.5	1.99	1000
5678	French	True	True	False	0	0	1000
1	Non-Tax	False	False	False	0	0	999
2	Tax 1 Item	True	False	False	0	0	999
3	Tax 2 Item	False	True	False	0	0	999
4	Tax 3 Item	False	False	True	0	0	1000

11. Select the main item created. In our example – French Fries. The screen detail of French Fries will be displayed. Select the **Choice Items** button.

Inventory Detail

CL 1 1

standard items	Choice items		
Inventory	Information	Select	t Tax Rate
Product Id	12 Auto-Gener	atedValue gst	ø
Barcode/Item Number	5678 Has Choice Items	pst	×
	Search Item Name	hst	
Item Name	French Fries		
Cost	0	Item Stoc	k 1000
Price	0	Select Departme	Snacks
Optional I	Info Special Pri	ce Attachment Ite	ms
item N	ame Coffee		

12. Click the **Select Items** button.

Cancel

Item Name

FF - Large

FF -Med.

FF- Small

French ...

Non-Tax..

Tax 1 Item

Tax 2 Item

Tax 3 Item

gst

True

True

True

True

False

True

False

False

Save

Inventory Lookup

Item No

5678

5678

5678

5678

1

2

3

4

•

Select Items

Standard Items	Choice	e Items						
Choice Ite	ems							
Choice Item Id		Auto-Genera	itedValue					
Choice Text								
Item No	Item Name	gst	pst	hst	Cost	Price	Stock	
No Item Sele	ected							

13. Select the items to be Choice Items. In our example FF- Small, FF- Medium, FF - Large.

pst

False

False

True

True

False

False

True

False

8

hst

False

False

False

False

False

False

False

True

Cost

1.5

1

0.5

0

0

0

0

0

Search Item No. or Item Name

Price

3.99

2.99

1.99

0

0

0

0

0

Stock

1000

1000

1000

1000

999

999

999

1000



14. Once all items have been selected, press Save. The Item and its variables have now been

linked. In this example, pressing French Fries will bring up another sub-menu of FF -Small,

For more information, please refer to other Quick Reference Guides or for other

details refer to: www.royalsovereign.ca

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