POS Shortcuts

Add Shortcuts that will show in the POS.

- Summary

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Use this screen to add POS Shortcuts. These may be existing or unlisted items.

Setup

Existing Product

Simply use the 'add shortcut' button to add a new shortcut.

In the Product field, enter the name or SKU of an existing Product; the remaining fields will be autofilled.

Unlisted Product

Use the POS Shortcuts to add an unlisted item.

> An unlisted item may also be known as a 'dump code' or 'emergency product', for use when the salesperson needs to add an item to a Sales Order that does not exist within the system.

> Iconography recommends that when an unlisted item is added to a Sales Order, the proper Product should be added to the system by an administrator, and the Sales Order in question edited accordingly.

Field	Purpose
Product	*The SKU of the unlisted Product*
Default Name	*The default Name of the unlisted Product* *This may be edited within the POS when the Product is added to a Sales Order*
Default Price	*The default Price of the unlisted Product* *This may be edited within the POS when the Product is added to a Sales Order*

Field	Purpose
VAT Status	*Select the VAT status of unlisted Product - choose from:* • *Standard* • *Reduced* • *Zero* • *Exempt* *VAT rates for Standard and Reduced are controlled via Countries*

How it displays

