

Summary

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	<i>The SKU of the unlisted Product</i>
Default Name	<i>The default Name of the unlisted Product</i> <i>This may be edited within the POS when the Product is added to a Sales Order</i>
Default Price	<i>The default Price of the unlisted Product</i> <i>This may be edited within the POS when the Product is added to a Sales Order</i>

Field	Purpose
VAT Status	<p>Select the VAT status of unlisted Product - choose from:</p> <ul style="list-style-type: none"> • Standard • Reduced • Zero • Exempt <p>VAT rates for Standard and Reduced are controlled via Countries</p>

How it displays

The screenshot displays a web application interface. On the left, there is a navigation menu with 'Browse', 'Orders', and 'Other' options, and a search bar for 'Search Products'. Below the menu, it shows the user is logged in as 'iconography from UK Warehouse'. The main content area is divided into 'Shortcuts' and 'Browse Products' sections. The 'Shortcuts' section contains six buttons: 'Unlisted Product (VAT)', 'Big Red Apple', 'vat reduced', 'Deep-Fill Cotton Mattress Protector', 'Gift Voucher', and 'Unlisted Product non VAT'. The 'Browse Products' section has a 'Toggle View' button and six category buttons: 'Sale', 'Demo Category', 'Living Room', 'Dining Room', 'Bedroom', and 'Clearance'. At the bottom left, it says 'No products found.' On the right, there is an order summary for 'Order Z6481' in 'Draft' status. It includes an 'Add Customer' button and a 'Goods Total' of £0.00. At the bottom right, a 'Total:' label shows £0.00.

Revision #1

Created 24 October 2025 10:43:14 by Mike

Updated 24 October 2025 10:51:52 by Mike