



How to Guide: Point of Sales

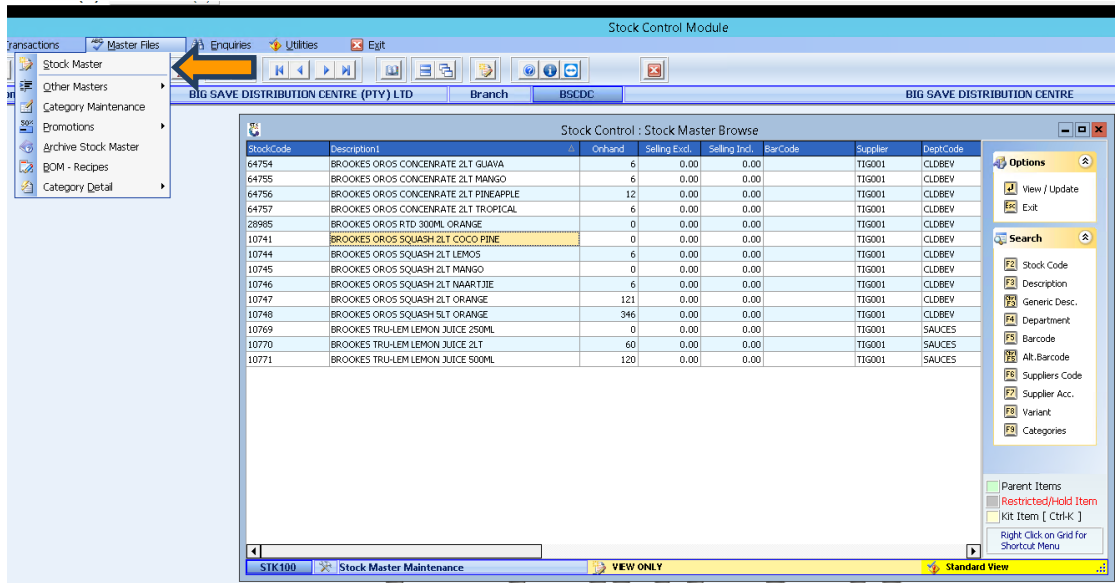
Sept 2019



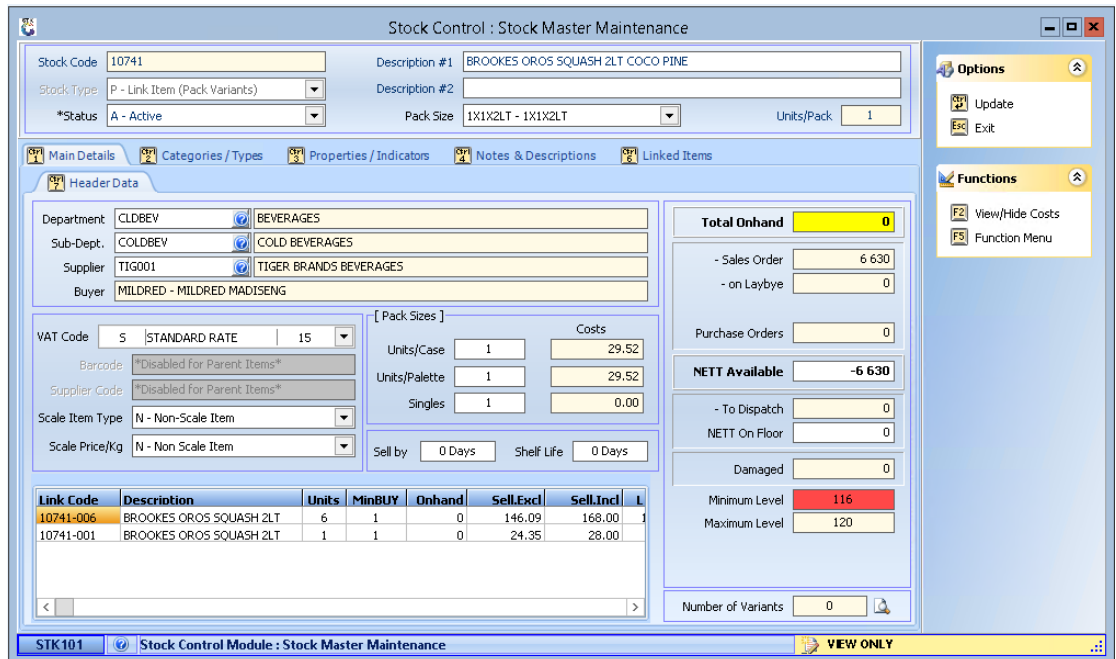
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How to add an item to the online store.

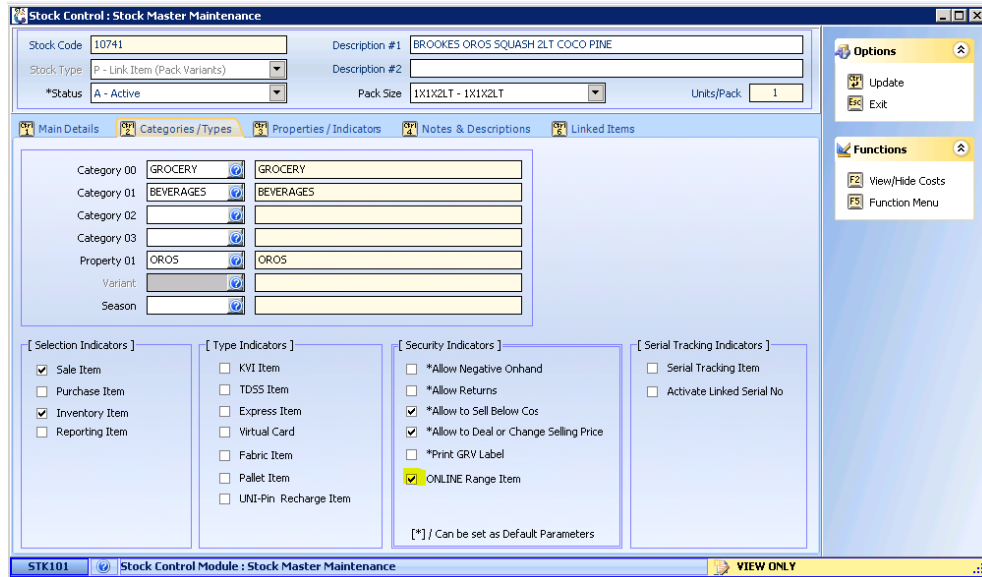
1. Download all item images and save it under the W-Drive. (Big Save Folder/Web Pictures).
2. Go to 'Genesis Menu' > 'Stock Control' > 'Master Files' > 'Stock Master'.



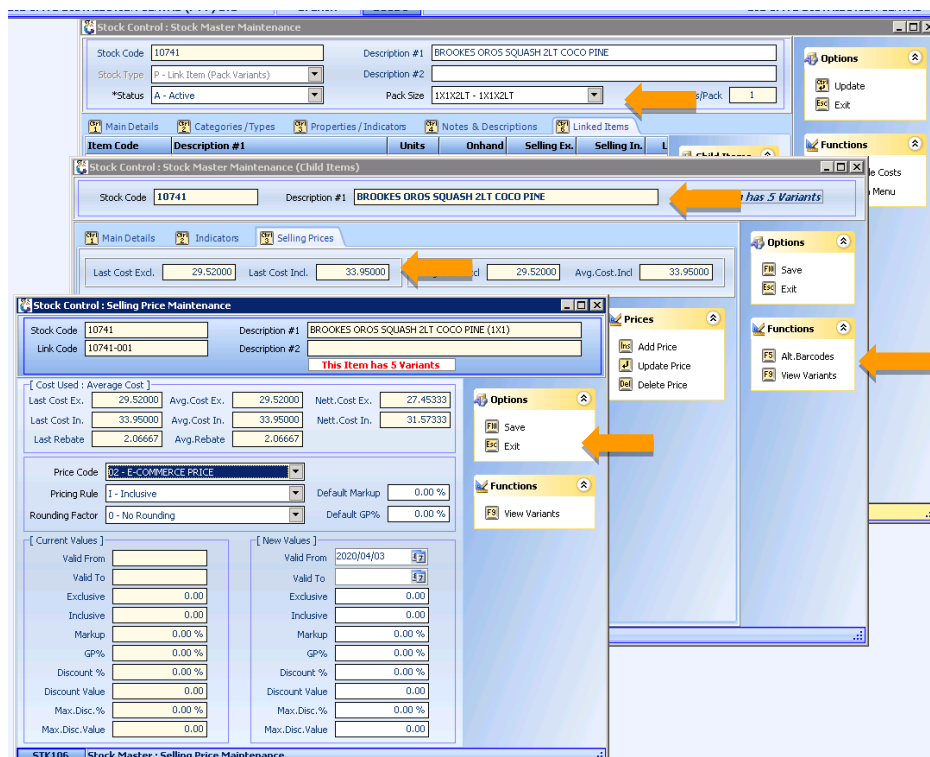
3. Search for your item and press enter to view/update.



4. Click on update then click on the 'Categories/Type' tab.
5. Then tick on the box that reads 'ONLINE Range Item'.

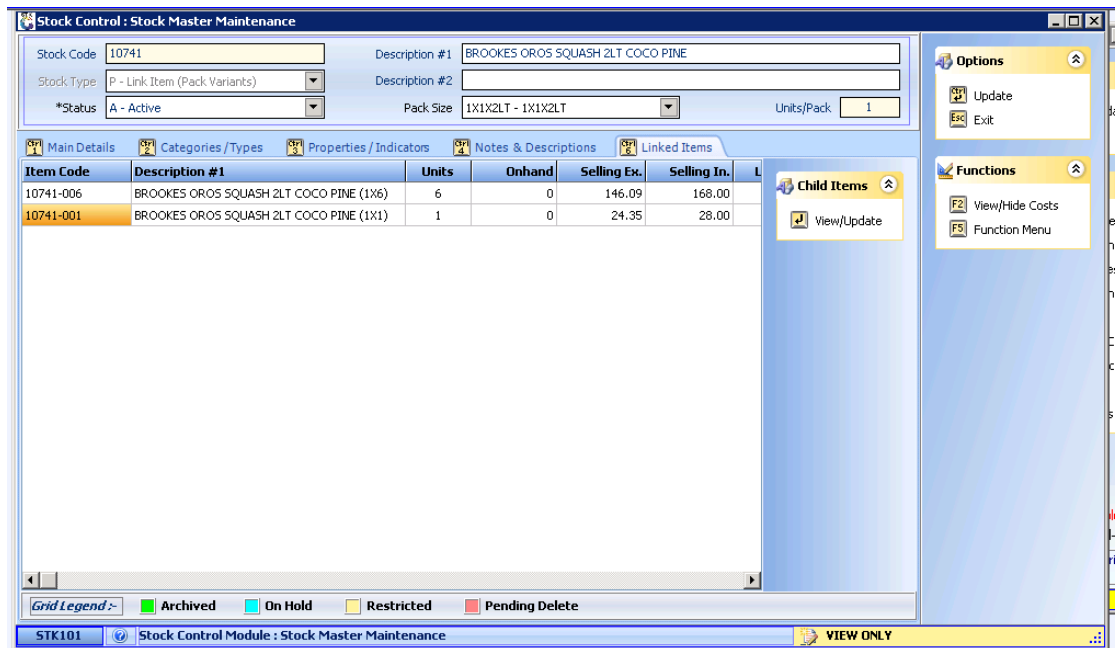


6. Go to 'Linked items' > select the item > go to 'Selling Price' Tab > click on add price.
7. Select Price code 02 > enter your price under new values inclusive, enter it all the way through.

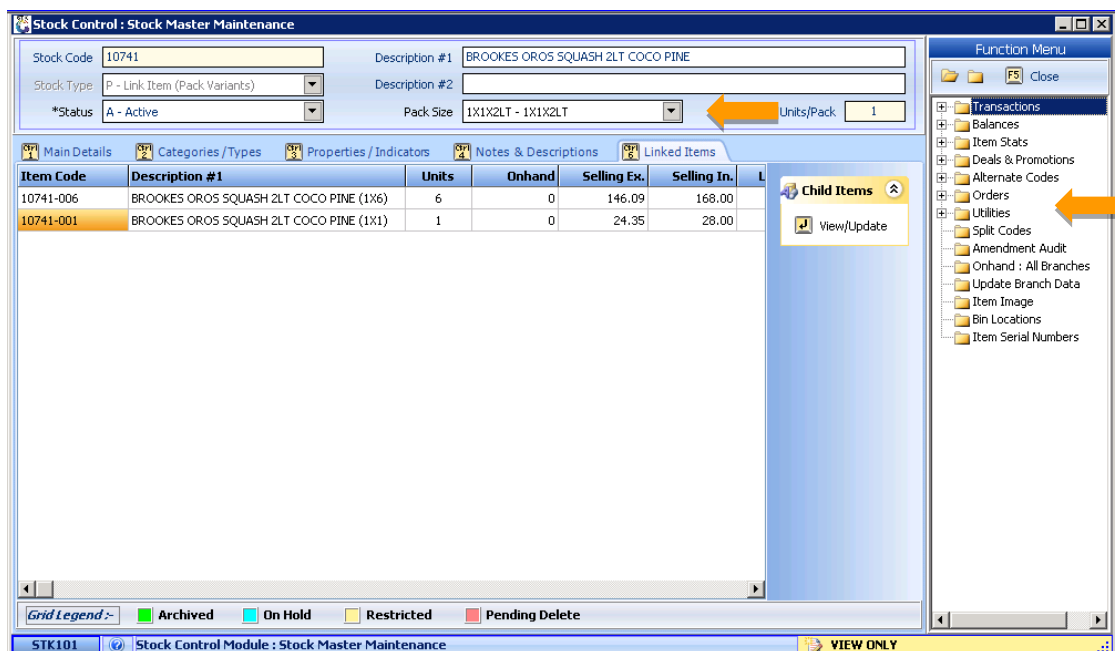


Upload the image.

1. Go to 'Function Menu'.



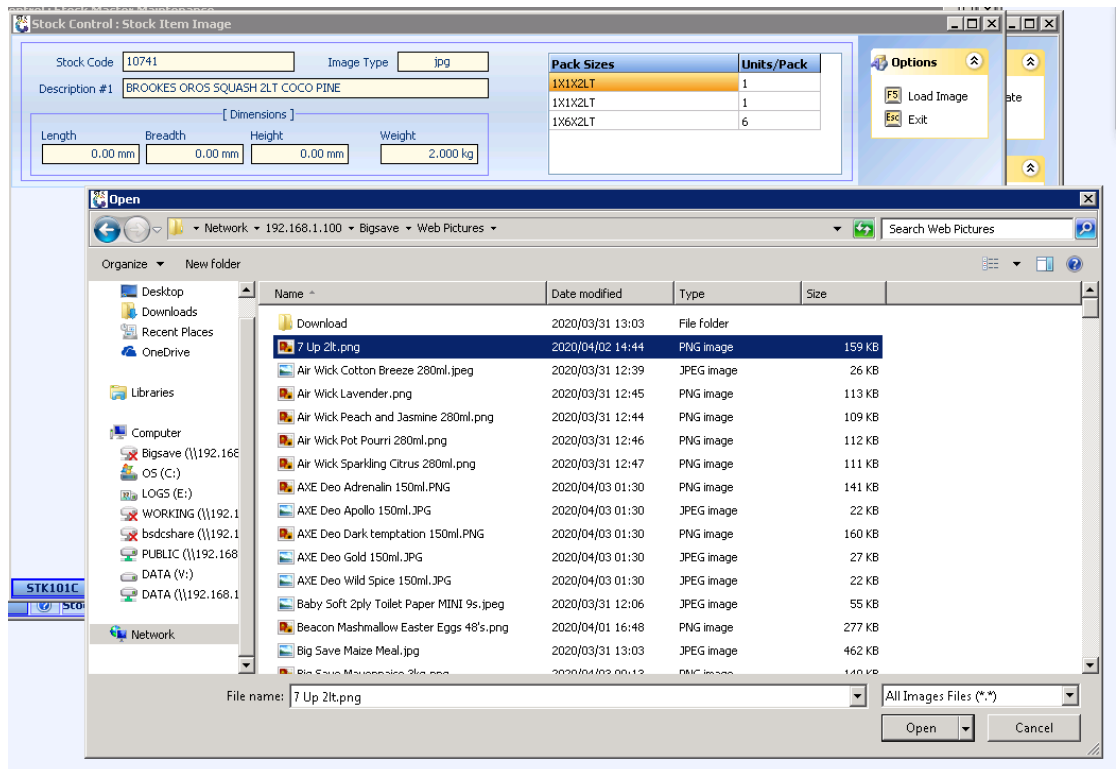
2. Click on 'Item Image'.



3. Click on 'Load Image'.

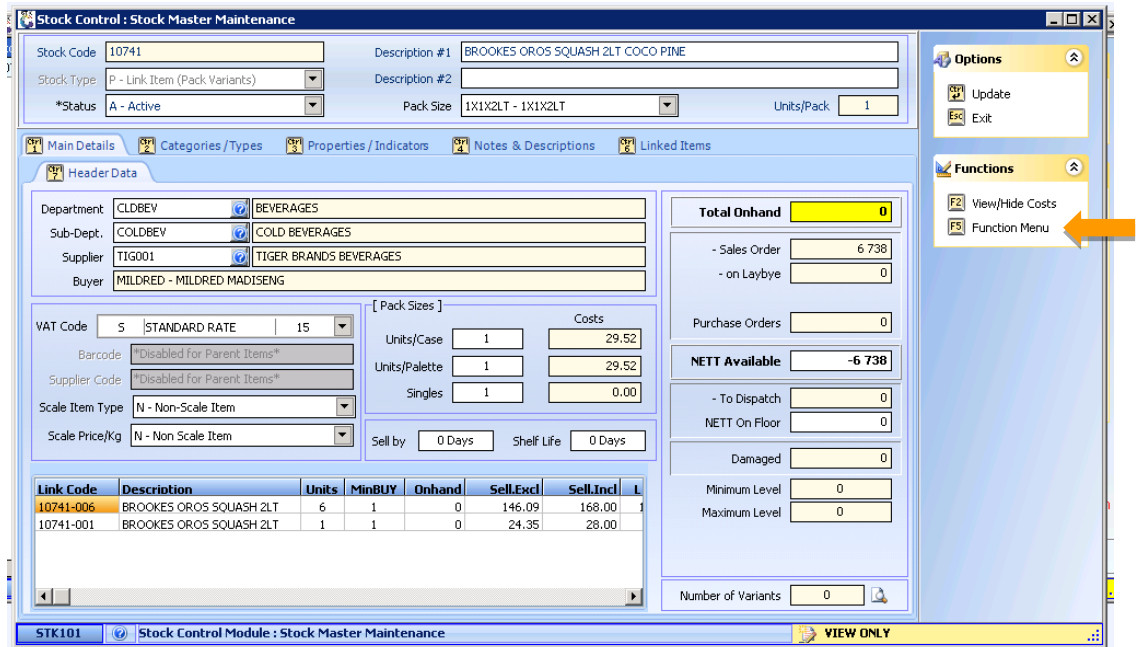


4. Select your image and click on open. It will save automatically.

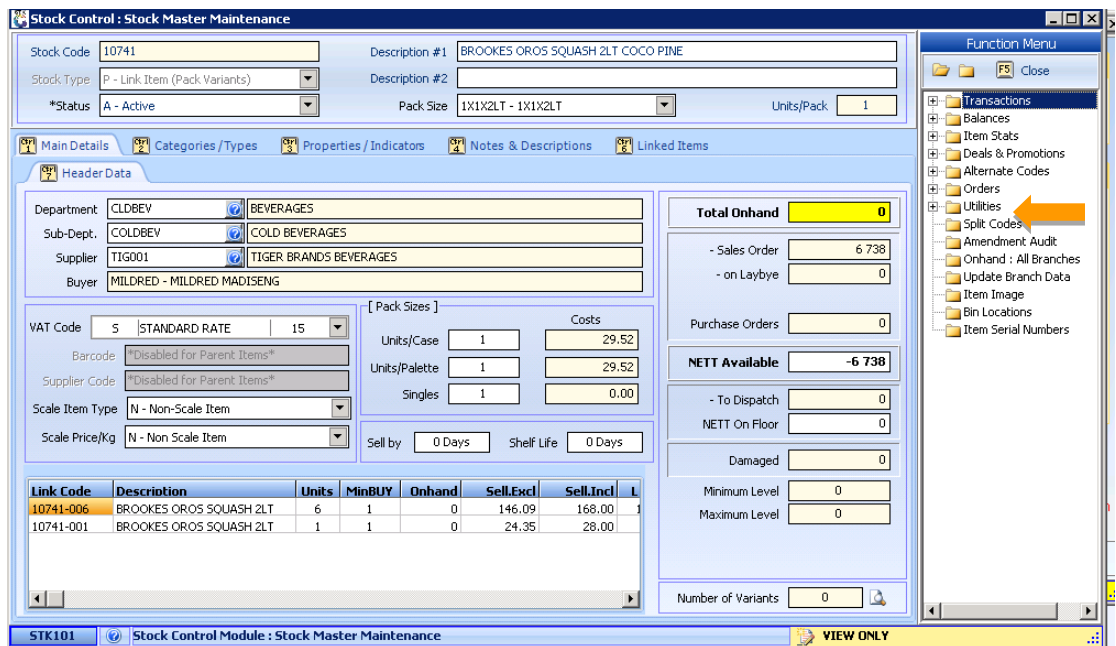


The item will now be marked as an Online Range Item with a price and image.
 Now that it's done, the item must be ranged to a website.

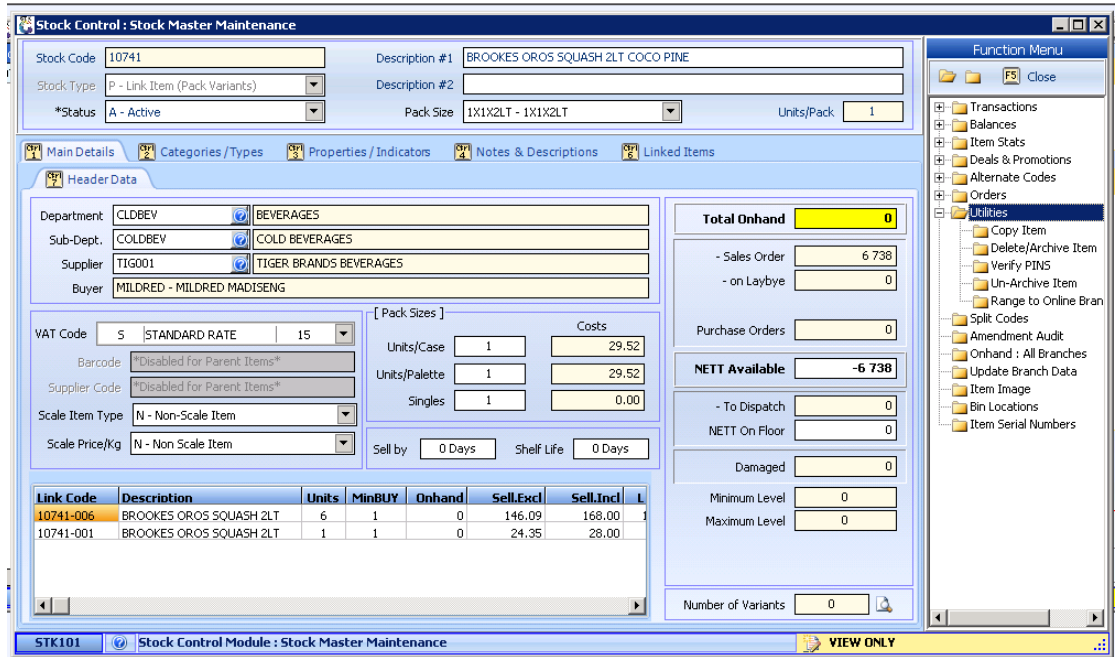
1. Go to 'Function Menu'.



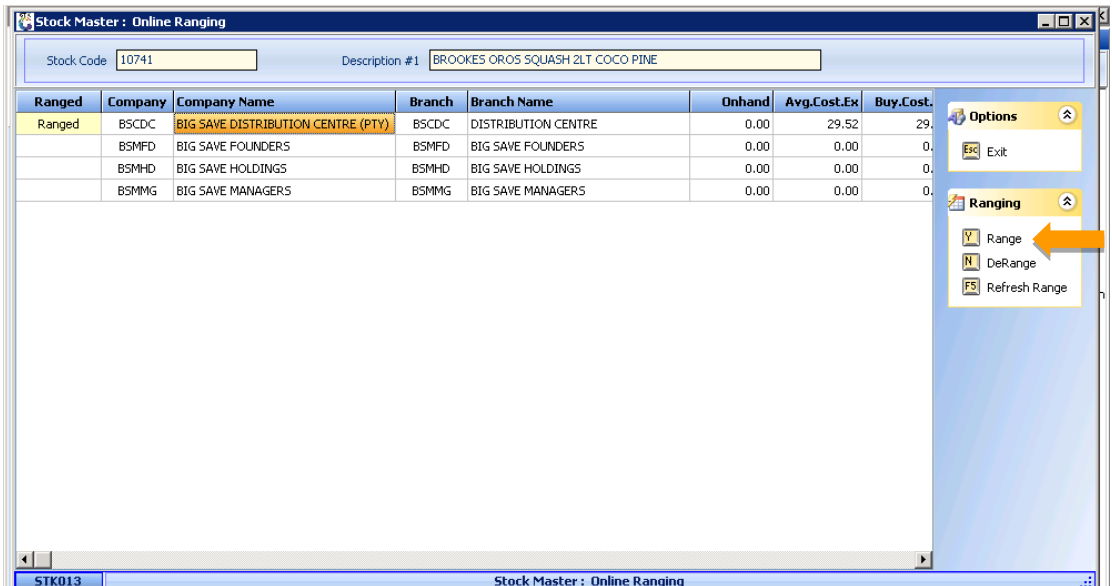
2. Click on 'Utilities'.



3. Click on 'Range to Online Branch'.



4. Go to the relevant branch then click on 'Range'.



This concludes the User Guide.