



How to Guide Offline Till Quick Scan Stock Items

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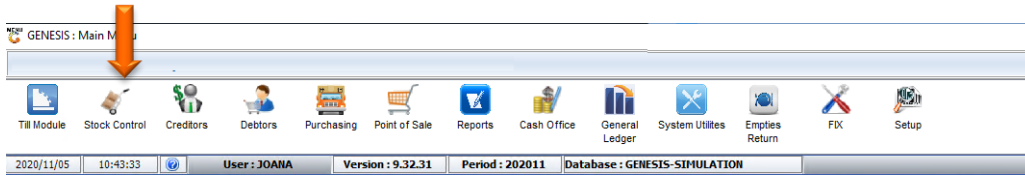
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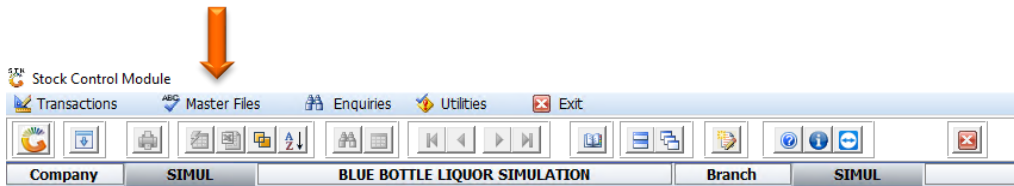


How to add a Quick Scan Stock Item to the Offline Till

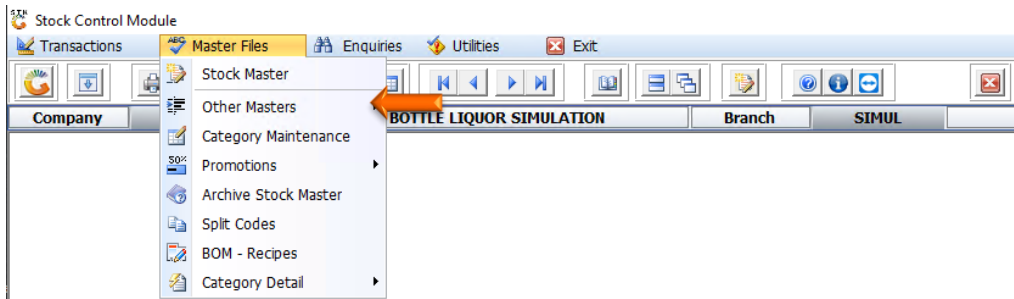
1. Log into Genesis Menu
2. Open **Stock Control** from the main menu



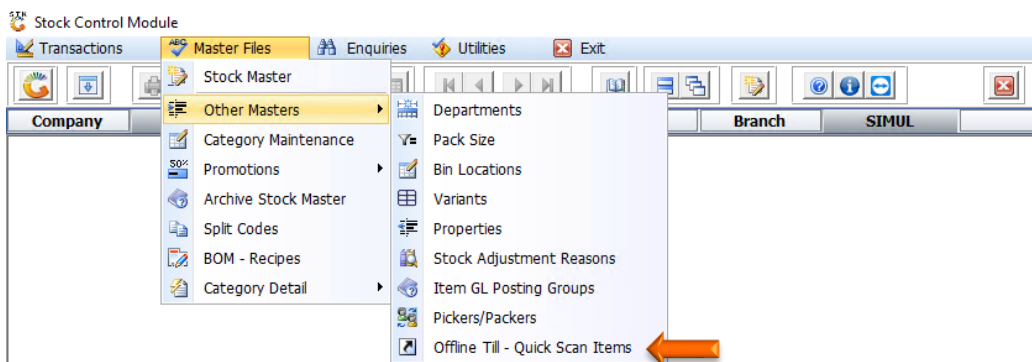
3. Select **Master Files** from the main menu



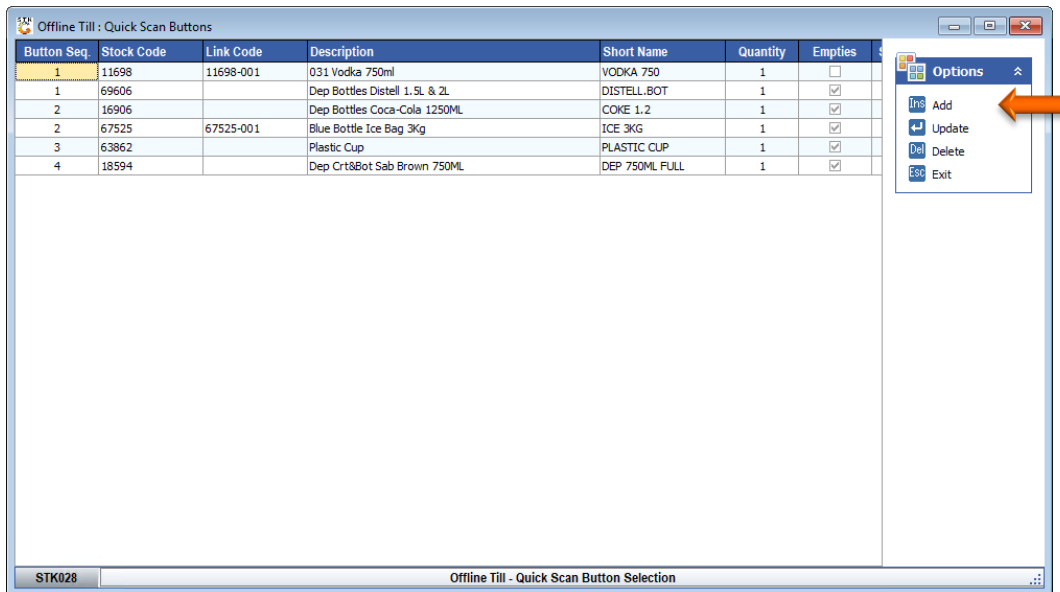
4. Select **Other Masters** from the drop-down menu



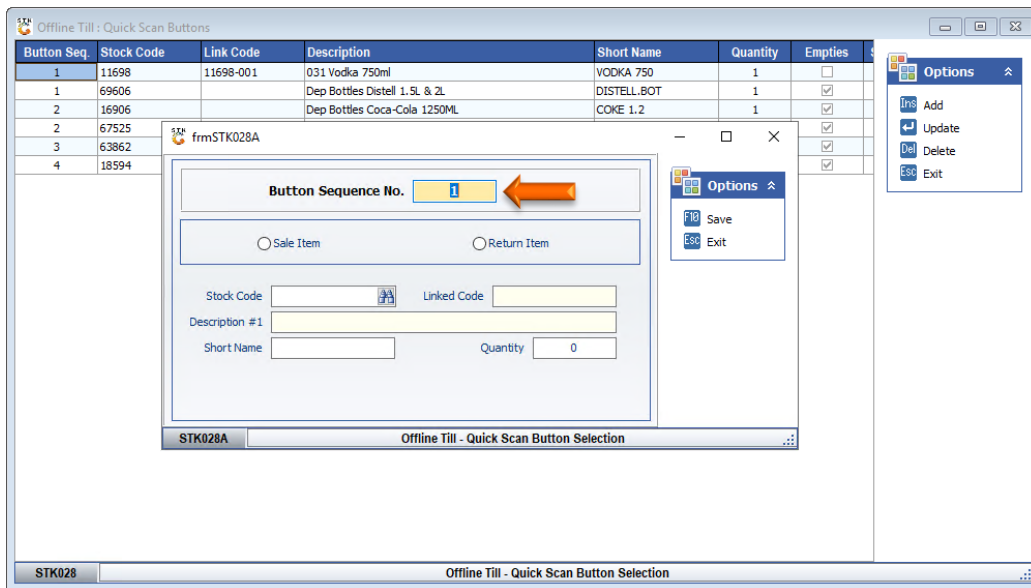
5. Select **Offline-Till Quick Scan Items** from the side menu



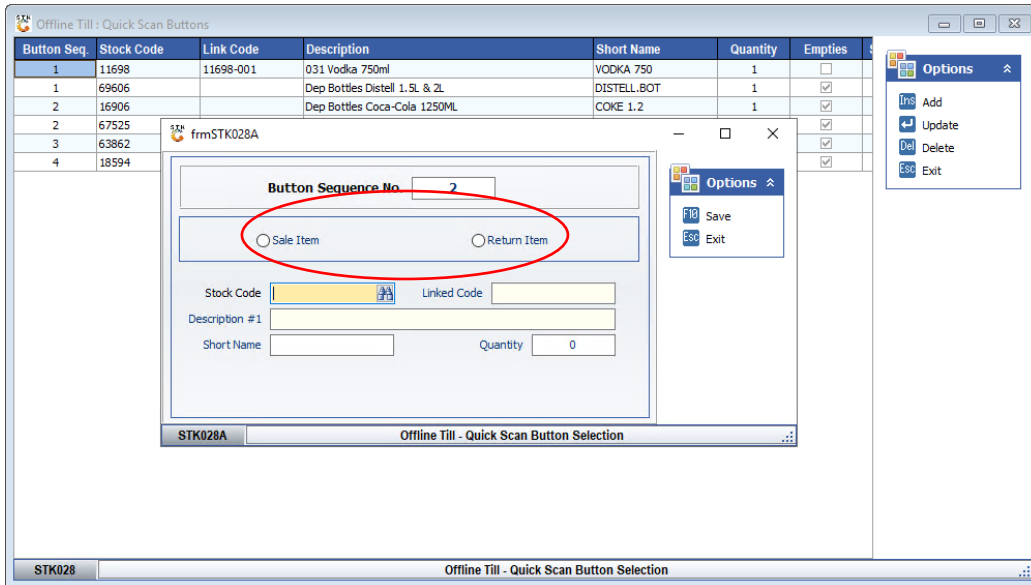
6. Press **Insert** on your keyboard or click on **Add** under the Options menu




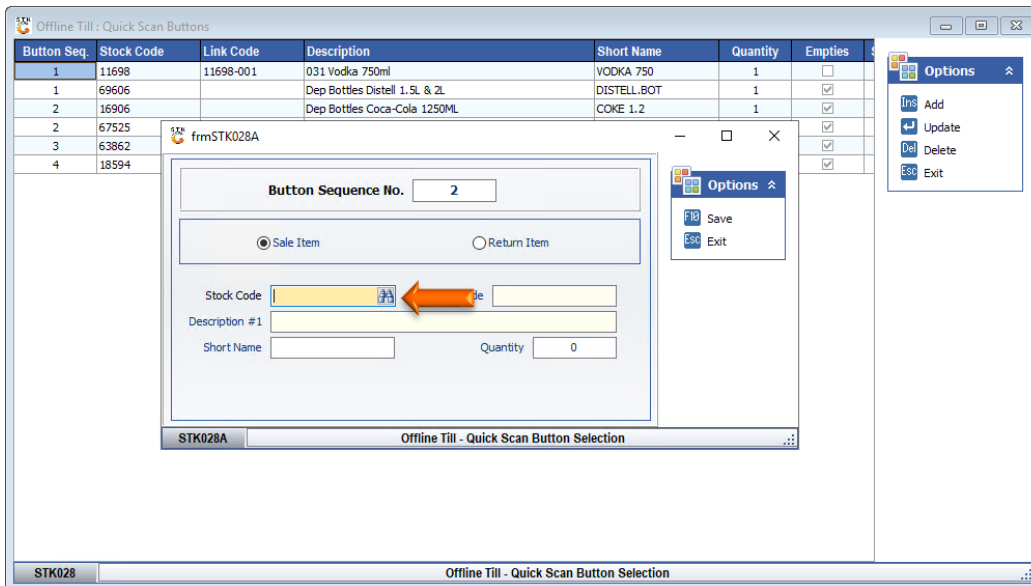
7. Capture the **Button Sequence No.** that will determine the position of the stock item on the Quick Scan Menu of the till.



8. Select either **Sale Item** or **Return Item** depending on where you want to add the Quick Scan Button



9. Capture the **Stock Code** and press **Enter** on your keyboard. You may also search for the stock item by clicking on the  button next to the Stock Code field.



10. Click on the stock item in the grid and press **Enter** on your keyboard or click on **Select** under the Options menu.

You may also use the search functions under the Search Options to trace the stock item to be added.

The screenshot shows a window titled "Select a Stock Item" with a grid of stock items. The grid has columns for Stock Code, Link Code, Description #1, Selling Excl., Selling Incl., Suppliers Code, Barcode, and Dept. The first row is highlighted in yellow. To the right of the grid is an "Options" menu with a dropdown arrow. The "Select" option is highlighted with an orange arrow. Below the "Options" menu is a "Search" menu with a dropdown arrow. The "Search" menu has a red circle around it, and its options are: Stock Code, Description, Generic Desc, Department, Barcode, Suppliers Code, and Restore Grid.

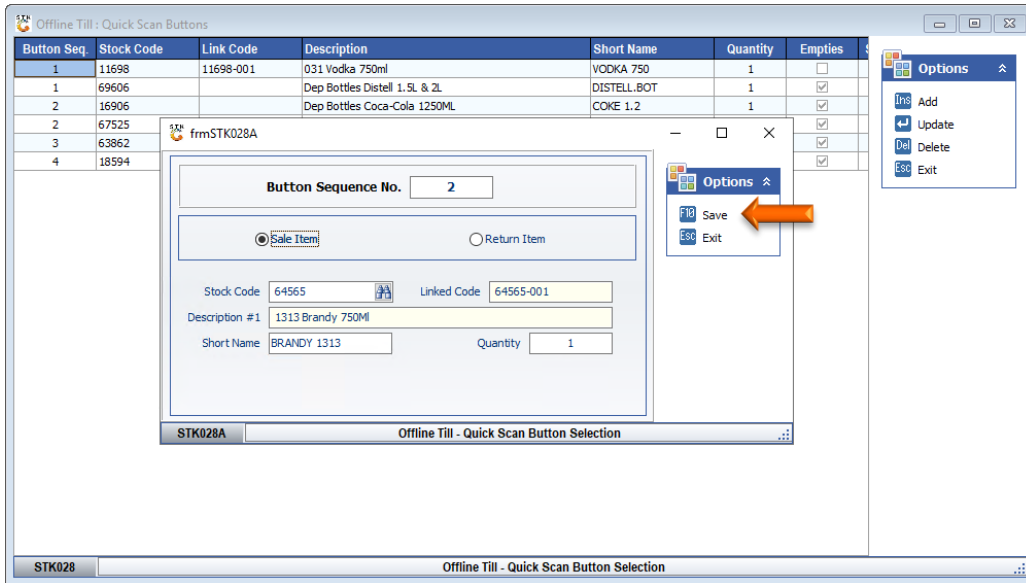
Stock Code	Link Code	Description #1	Selling Excl.	Selling Incl.	Suppliers Code	Barcode	Dept
11698	11698-001	031 Vodka 750ml X1	308.70	355.00		0707273491442	SPIR
11698	11698-006	031 Vodka 750ml X6	1 870.00	2 150.50		0606110503396	SPIR
29807	29807-001	100 Pipers 1000ml X1	192.17	221.00		080432402856	SPIR
29807	29807-012	100 Pipers 1000ml X12	2 295.60	2 639.88	154200		SPIR
17000	17000-001	100 Pipers 750ml	182.61	210.00		5000299202630	SPIR
17000	17000-012	100 Pipers 750ml X12	1 834.77	2 109.99	154100	10080432402679	SPIR
65043	65043-001	12 Ouzo 750ml	0.00	0.00		721059087506	
64565	64565-001	1313 Brandy 750ml	130.43	149.99		0700083629586	
64565	64565-006	1313 Brandy 750ml X6	608.69	699.99		61111521685	
69102	69102-001	1659 Founders Selection Red 750ml	0.00	0.00		6009692413468	WIN
69102	69102-006	1659 Founders Selection Red 750ml X6	0.00	0.00		16009692413342	WIN
69101	69101-006	1659 Founders Selection White 750ml	313.03	359.99		16009692413335	WIN
69101	69101-001	1659 Founders Selection White 750ml	60.86	69.99		6009692413598	WIN
63777	63777-001	1659 Merlot Cabernet 750ml	36.51	41.99		6009692411006	WIN
63777	63777-006	1659 Merlot Cabernet 750ml X6	173.90	199.99		16009692411218	WIN
63728	63728-001	1659 Natural Sweet Rose 750ml	36.51	41.99		6009692412836	WIN
63728	63728-006	1659 Natural Sweet Rose 750ml X6	147.82	169.99		16009692412058	WIN
63778	63778-001	1659 Sauvignon Blanc 750ml	36.51	41.99		6009692412058	WIN
63778	63778-006	1659 Sauvignon Blanc 750ml X6	156.51	179.99		16009692412086	WIN
13062	13062-001	1707 Chardonnay/Semillon/Viognier Reserve 750ml	0.00	0.00		6008064000442	WIN
13062	13062-006	1707 Chardonnay/Semillon/Viognier Reserve 750ml X6	0.00	0.00	SH1707WB	6008064000459	WIN
14311	14311-001	1707 Shiraz/Merlot/Cab/Petit Verdot Res 750ml	0.00	0.00		6008064000237	WIN
14311	14311-006	1707 Shiraz/Merlot/Cab/Petit Verdot Res 750ml X6	782.60	899.99	SH1707RB	6008064000398	WIN
69203	69203-001	1731 Barbados Rum 750ml	0.00	0.00		8719689981501	SPIR
69203	69203-006	1731 Barbados Rum 750ml X6	0.00	0.00		8719689981518	SPIR
69203	69203-006	1731 Belize Rum 750ml	0.00	0.00		8719689981517	SPIR

11. Capture a **Short Name** and a selling **Quantity** of the stock item.

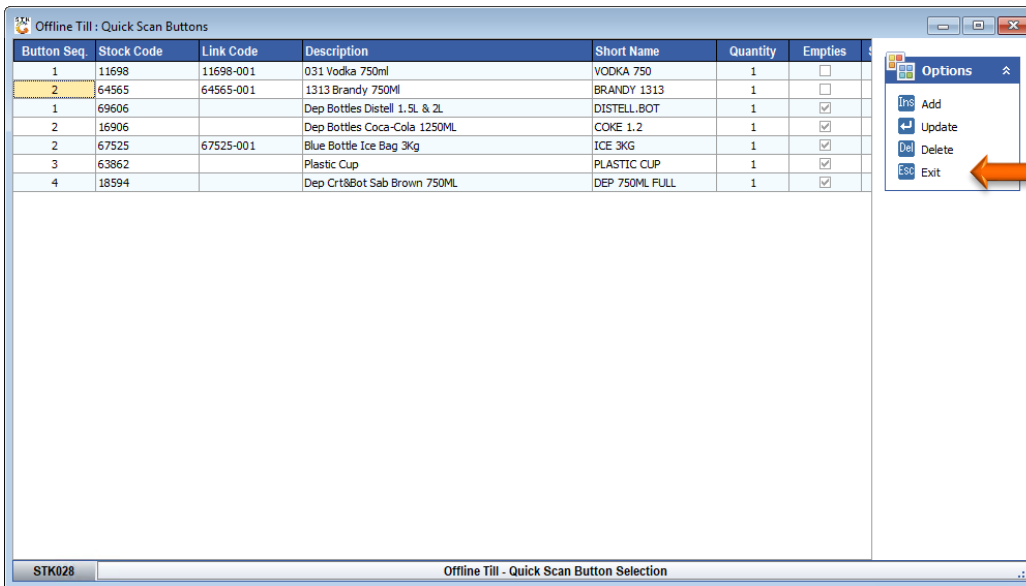
The screenshot shows a window titled "Offline Till - Quick Scan Buttons" with a grid of buttons. The grid has columns for Button Seq., Stock Code, Link Code, Description, Short Name, Quantity, and Empties. The second row is highlighted in yellow. A dialog box titled "frmSTK028A" is open over the grid. The dialog box has a "Button Sequence No." field with the value "2". It has two radio buttons: "Sale Item" (selected) and "Return Item". It has "Stock Code" and "Linked Code" fields with values "64565" and "64565-001" respectively. It has a "Description #1" field with the value "1313 Brandy 750ml". It has a "Short Name" field and a "Quantity" field with the value "0". The "Short Name" and "Quantity" fields are circled in red. The dialog box also has an "Options" menu with "Save" and "Exit" options.

Button Seq.	Stock Code	Link Code	Description	Short Name	Quantity	Empties
1	11698	11698-001	031 Vodka 750ml	VODKA 750	1	<input type="checkbox"/>
1	69606		Dep Bottles Distell 1.5L & 2L	DISTELL.BOT	1	<input type="checkbox"/>
2	16906		Dep Bottles Coca-Cola 1250ML	COKE 1.2	1	<input type="checkbox"/>
2	67525					<input type="checkbox"/>
3	63862					<input type="checkbox"/>
4	18594					<input type="checkbox"/>

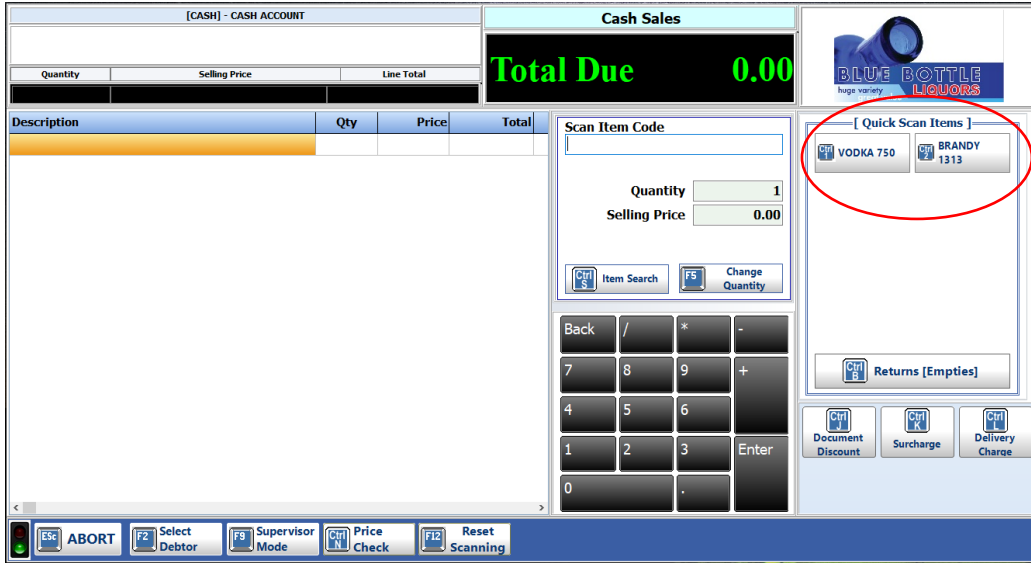
12. Press **F10** on your keyboard or click on **Save** under the Options menu



13. Press **Esc** on your keyboard or click on **Exit** under the Option menu.



14. The **Quack Scan** item will be added to the Till sales screen as soon as the Till and back office is synced.



And that concludes the User Guide 😊