



Pricebook: Aliases, Kits And Other Setup Guide

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Overview of Pricebook Aliases, Kits and Other Options

This document will cover how to create PLU Aliases for an item, which can be used if the manufacturer changes a UPC, or if an item doesn't come with a printed barcode to scan, then a shorter number can be assigned that a cashier can simply type in on the POS side to ring up an item.

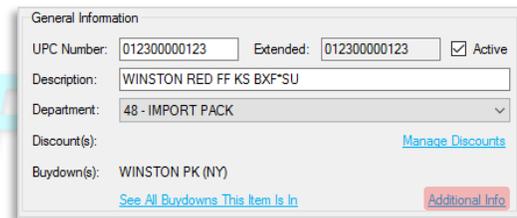
In addition, this document will cover Item Kits. Kits are used to create groups of items to be sold together as a gift basket (for example). Finally, after Aliases and Item Kits, this document will cover the remaining information that can be set up for an item outside of this and the previous documents.

Adding Aliases

1. Open Director, and select the **Pricebook** module



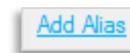
2. After looking up the item you wish to add an alias for, click the **Additional Info** link found in the **General Information** section.



3. In the Additional Information window, click the **Manage UPC Aliases** link

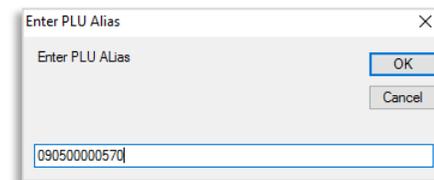


4. Next, click **Add Alias**

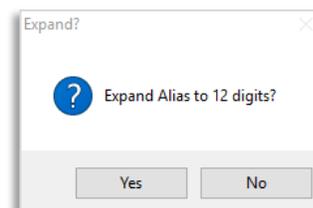


5. Enter the PLU Alias in the text box, and click **OK**.

It doesn't matter if the item already has an alias, you can add as many as you need.



6. Choose whether you want the alias expanded to 12 digits



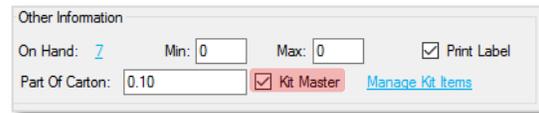


Creating an Item Kit

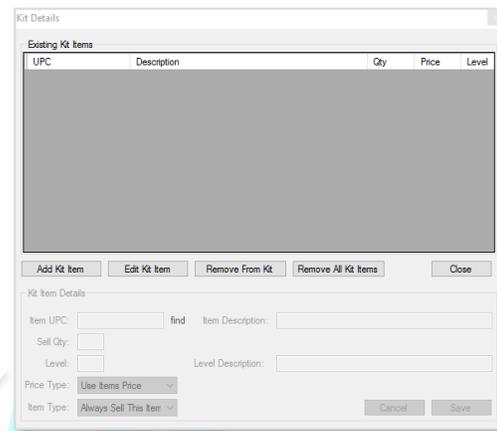
1. In Director, choose the Pricebook module.



2. Then, create an item to be the Kit Master. To do this, create the item normally, then check the Kit Master check box in the Other Information section



3. Next, click the Manage Kit Items link to open the Kit Details window.



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4. Click Add Item, then enter the following information (repeat for each item that is to be included in the kit):

- **Item UPC** – the UPC of the item you wish to add to the kit (use the **Find** link to search if you don't know the UPC. The **Item Description** will populate automatically once you enter a valid UPC.
- **Sell Qty** – the number of this item to sell when the kit is sold at the POS.
- **Level** – denotes applicable list of items for the **Choose From List** item type.
- **Price Type** – chooses whether to use the item's usual retail price, or to use a different specified price
- **Item Type** – choose **Always Sell This Item** to sell the item without prompting, or **Choose From List** to create a multiple choice prompt.
- **Save** – click after all items are added.

If **Choose From List** is selected, and there are two items in **Level 1** and 3 items in **Level 2**, the cashier will be prompted to choose between the two level 1 items, then they will have to choose between the 3 level 2 items.



Additional Item Setup Options

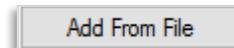
1. After logging into **Director**, choose the **Pricebook** module.



2. Within **Item Details**, navigate to the applicable item. Choose the **Additional Info** link.

- **Price Name** – should be the same as the UPC Number unless multiple items are being put in the same **Pik a Pak** pricing. (see specialty pricing doc for more info).
- **POS Text** – description to be displayed at the POS (if it needs to be different from the description).
- **Account Codes** – The three different account blanks below **POS Text** are used for some customer-specific accounting exports, and can be ignored for most people.
- **Commission** – the flat amount awarded to a cashier who sells this item (if applicable).
- **Sales Link** – UPC of any item that is always meant to be sold with this one.

Item Images – To add an item image, click the **Add From File** button in the Additional Item Information window, and select the picture file to attach to the item.



Kitchen Options – These options allow for a store setup where a secondary monitor and printer are used to communicate ticket details to the kitchen. See the **Kitchen Setup** documentation for more information.

Item Extended Description – Any additional information you want on the item for the cashiers to see when the item is Price Checked.

For assistance with configurations, please contact Technical Support at Support@FasTraxPOS.com