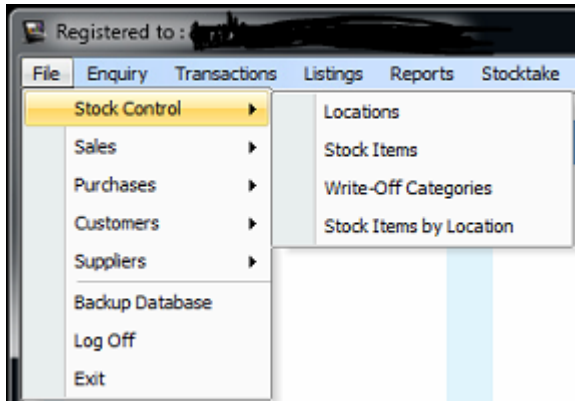


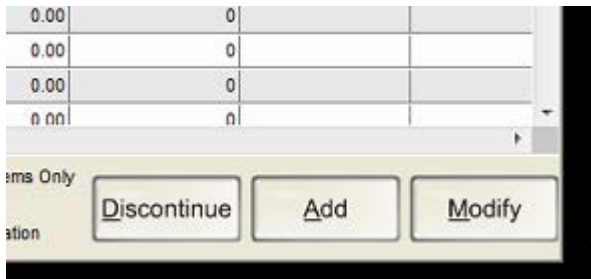
## User guide: How to add products to idealpos terminals

### A. Adding products with barcodes

1. Stock Control > Stock Items.



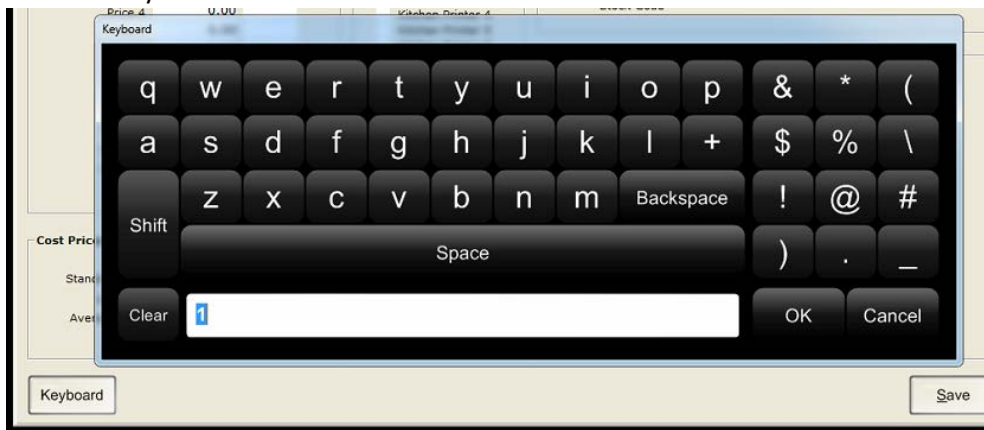
2. Click on Add.



3. Press and highlight the current digits in Stock Code



4. Press on Keyboard button on bottom left corner.





activPOS

5. Backspace to delete digits



6. Scan or enter Barcode in Stock Code and NOT scan code.

Stock Code	9896697407878
Description	
Description 2	Description 2

7. Enter the product description using keyboard.

Stock Code	9896697407878	Depa
Description	fruit juie 250ML	(16) Sca
Description 2	fruit juie 250ML	

Keyboard

A virtual keyboard interface showing a portion of a QWERTY keyboard. The top row shows keys for 'Q', 'W', 'E', 'R', 'T', 'Y', and 'U'. The bottom row shows keys for 'A', 'S', 'D', 'F', 'G', 'H', and 'I'. The keyboard is overlaid on a form with the following text: 'Stock Code 9896697407878', 'Description fruit juie 250ML (16) Sca', and 'Description 2 fruit juie 250ML'.

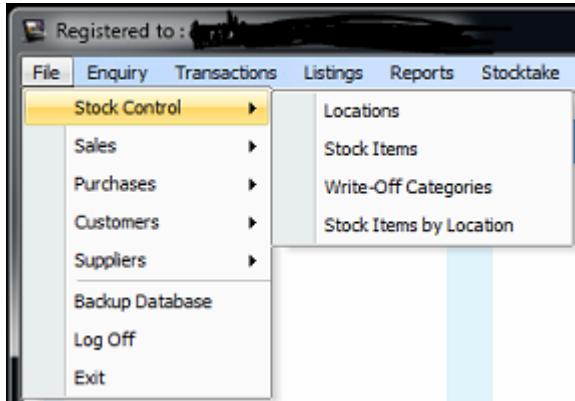
8. Select correct department.

Department		>
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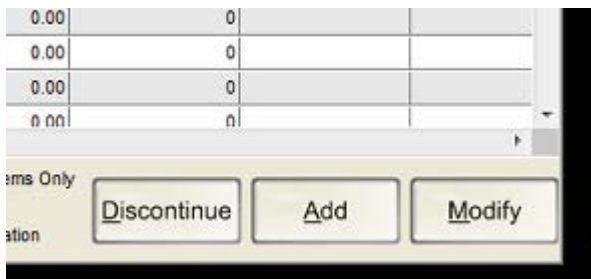
9. Press Save.

## B. Adding Products without Barcodes (with PLU)

1. Stock Control > Stock Items



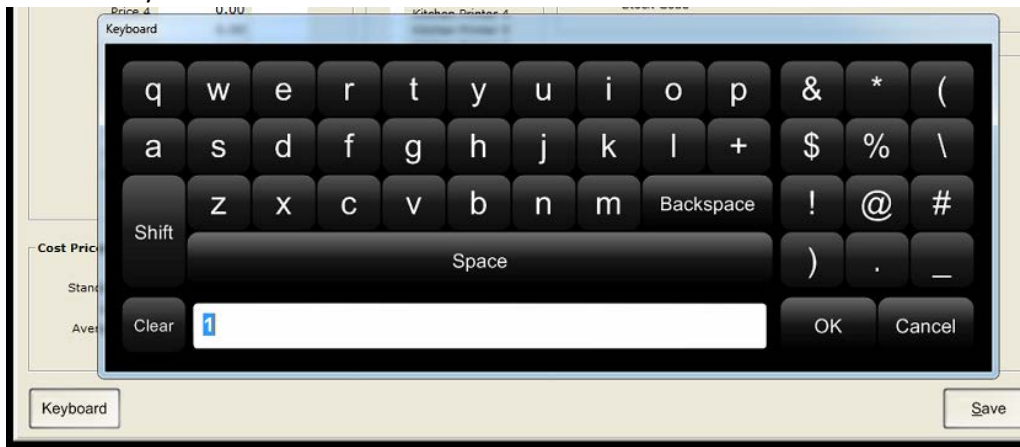
2. Click on Add



3. Press and highlight the current digits in Stock Code



4. Press on Keyboard button on bottom left corner.



5. Backspace to delete digits



6. Enter Customer PLU in Stock Code and NOT scan code.
  - Customer PLU consists of 16 digits.
  - First 6 digits are the store code and appended to that is 10 digit PLU.
  - Leave scan code blank.

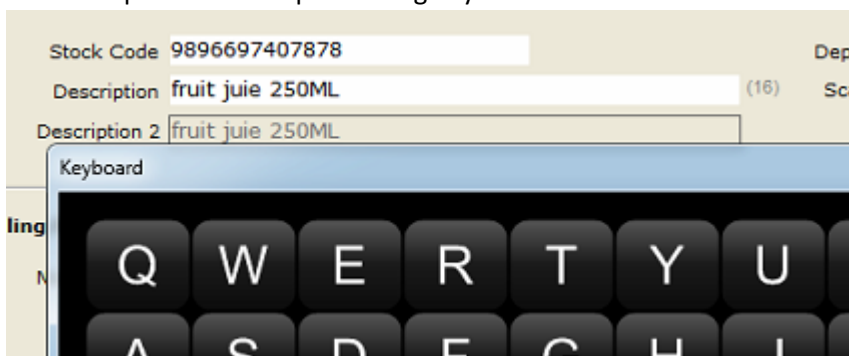
E.g. XY store with store code of 940888 enters a product without a barcode.

Stock Code: 9408880000000001

Next product stock code: 9408880000000002 or replace last few digits with any random number.

Stock Code	9896697407878
Description	
Description 2	Description 2

7. Enter the product description using keyboard.



8. Select correct department.

Department  >

9. Press Save.