



M H Systems Limited

Alexandra Chambers
6 Alexandra Road
Tonbridge, Kent
TN9 2AA

Tel: +44(0)1732 367227
Fax: +44(0)1732 367447
email: tech@gcgold.co.uk

Technical Document

3. Complete: How to Add Products

Step by Step: Adding an item to the till

Terminologies:

- Stock Analysis Group: Header for stock reports
- Stock Profiles: Default purchase sizes (e.g. 24 bottles in a case), default sales sizes (e.g. Pint) and Quantity to be sold in (e.g. Pint, Half Pint, Dash, etc).
- Product list: List of each item in stock (e.g. Carlsberg)
- Sales Analysis Group: Header for sales analysis reports and sales analysis report on z-reading.
- Price list: List of all products broken down into specific sales units with prices (e.g. Carlsberg Pint, Carlsberg Half Pint, etc).

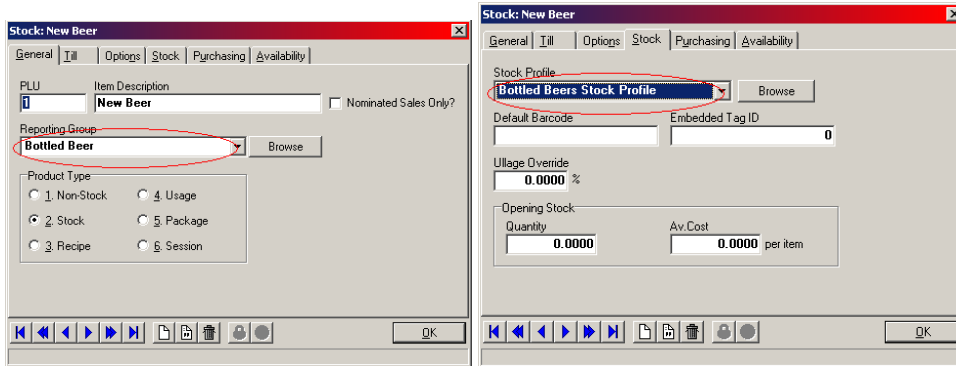
In this document we are presuming that the Stock Analysis Group, Stock Profile, Sales Analysis Group and all the discounts are set up.

Adding A Product

Open chips

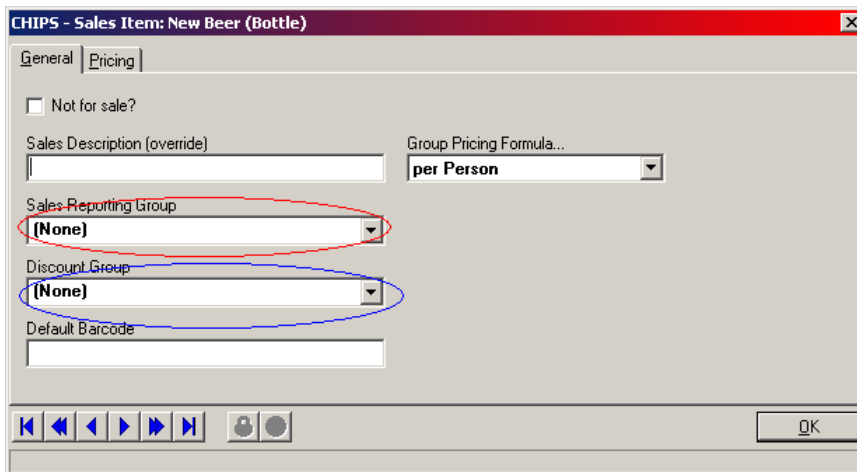
- Take a back up of the system (Chips > Data backup)
Go to Sales > Products > Division (Pro-shop or Bar) > Product list
Right Click and select new record, give the item a new PLU and a description and assign the correct Stock Analysis Group. Then select "Stock" Tab and assign a Stock Profile (as below).

Created:		Send To:	Technical Department	TD041104DJ
Revised:		Title:		
Author:	DJ			
Copyright © 2004, M H Systems Ltd. All rights reserved. This document and all information herein is confidential and the property of M H Systems Ltd. It must not be imparted or copied or transmitted in whole or in part in any form or by any means to any party without the explicit permission of M H Systems Ltd. This document does not constitute part of any contractual or legal obligation or commitment and may be subject to change without notice.				
CHIPS_Adding new a product.doc				Page 1 of 3

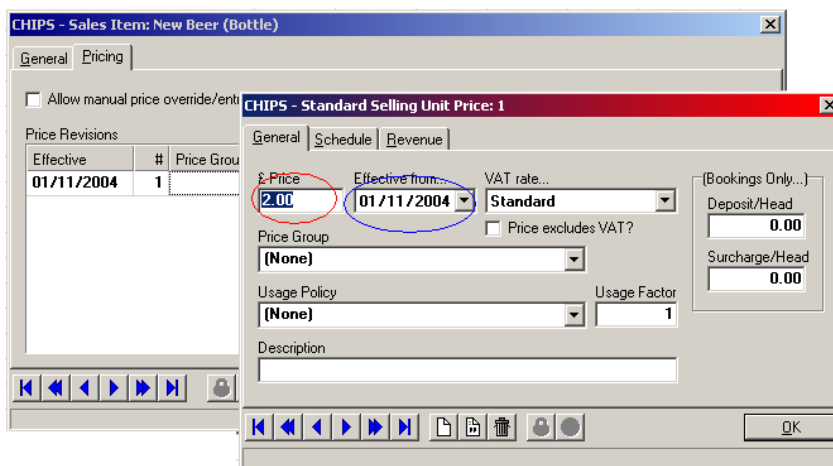


Adding a Price

Go to Sales > Products > Division (Pro-shop or Bar) > Price list
 Double click on the item (in this case "New Beer") and assign it a "Sales Reporting Group" (this is where the Sale Analysis Group reports to, circled in Red) and a Discount Group (Circled in Blue)



Now Click on the "Pricing Tab". Right click and select new record. Give the item a new price (Circled in Red) and an "Effective from..." date (Circled in Blue).
 NB If there is already a record in the list DO NOT ADJUST THE CURRENT RECORD, add another record to the list. If you do not do this it will not pick the price up on the till.



Adding a button to the till layout

Go to Sales > Retail Structure > Retail Outlets

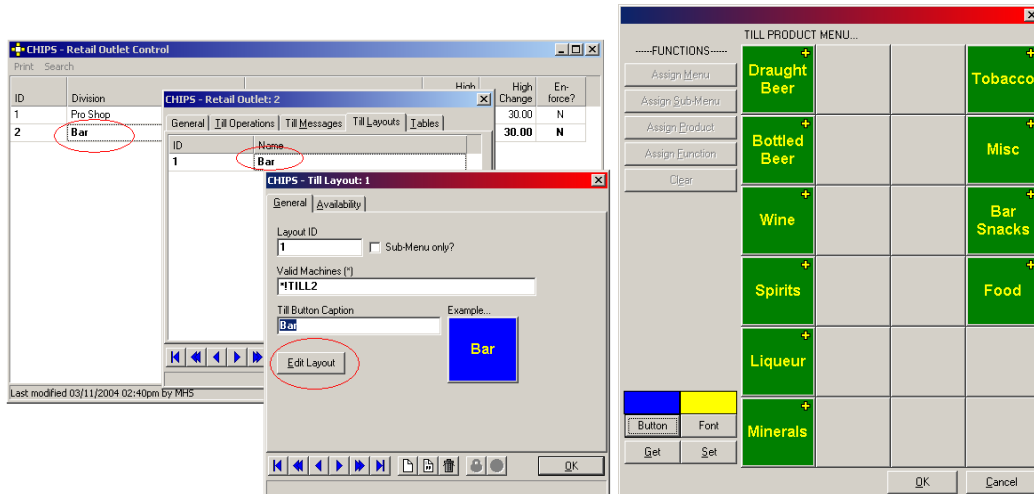
Double click on the Division you require (Pro-Shop or Bar)

Then select the "Till Layout" Tab

Double click on the layout in the list

Finally click in the "Edit Layout" Button

Below you can see a hierarchy of windows you will see (the first being at the back), the last being the till layout.



It is recommend that you take a back up of the system before doing any editing of the layout

- You can right click and hold and drag the current buttons should you need to move them.
- To assign a menu click on "Assign Menu" fill in the name of the menu. To add an item to the menu click on the menu as you would when using the till then click "Assign Product" this will open you PLU list, select your product and it will appear on the screen.

For more info on this go to the main Chips Epos manual.