

## ADD A PLU SHORTCUT TO A PLU SALES ITEM

Navigate to the PLU Editor																																					
Navigate to the PLU Category folder where the PLU Sales button is be located																																					
Click on the FOLDER NAME																																					
Click on PLU Name to open.	<p>Price Look-up - Editing (internal ID: 184)</p> <table border="1"> <tr> <td>PLU/SKU Code: 184</td> <td>Bill Slip Name: MIXED BASKET (12 chars) Same like name:</td> </tr> <tr> <td>Display Name: MIXED BASKET</td> <td>Order Slip Name: MIXED BASKET (12 chars) Same like name:</td> </tr> <tr> <td>Long Description:</td> <td>Standard Selling Price: R 65.00</td> </tr> <tr> <td>Cost Center: FOOD (currently: FOOD)</td> <td>% Standard Discount: 0.00</td> </tr> <tr> <td>Active: yes</td> <td>Shortcut only: no &amp; Auto ring attached PLUs?</td> </tr> <tr> <td>In Stock: yes</td> <td>Limit shortcut QTY to: 0 Qty of items that can ringed up as shortcuts. "0" = unlimited.</td> </tr> <tr> <td>Order Printer: X1</td> <td>Shortcut for: 0 Item(s) Auto Open Shortcuts: no (If not "Shortcut only" item)</td> </tr> <tr> <td>Position: 1</td> <td>Product / Recipes: 1</td> </tr> <tr> <td>Auto-pop-up: No</td> <td>Inventory Item: 0 (stock on hand: -2044)</td> </tr> <tr> <td>Instructions: 0 Page(s)</td> <td>Tax: 1 Definition(s)</td> </tr> <tr> <td>Active from:</td> <td>eCommerce PLU: yes</td> </tr> <tr> <td>Active to:</td> <td>Predefined QTY: 1</td> </tr> <tr> <td>Units: each</td> <td>Print Instructions: no (prints instruction(s) on invoice)</td> </tr> <tr> <td>Category: / BEVERAGES / WINE / ROSE / BEVERAGES / WINE / SOET WYN / BEVERAGES / WINE / WHITE / BEVERAGES / WINE / WHITE / Blanc De Noir / BEVERAGES / WINE / WHITE / BLEND / BEVERAGES / WINE / WHITE / CHARDONNAY / BEVERAGES / WINE / WHITE / CHENIN BLANC / BEVERAGES / WINE / WHITE / SAUVIGNON BLANC / FOOD / FOOD / BASKET / FOOD / BREAKFAST / FOOD / BURGERS</td> <td>Photo: No Pic Thumbnail: N/A display text</td> </tr> <tr> <td colspan="2">Don't print this PLU on customer invoice if price is 0: no However the PLU will print on the order slip &amp; have stock effect.</td> </tr> <tr> <td>Barcode: 2911191341286</td> <td>Scale Barcode: Same as PLU Code or Auto generated Eg. 2005011102007 Rep Comission: 0 %</td> </tr> <tr> <td></td> <td>MiniPOS Minimum GP: 0 % (0 - disable warning)</td> </tr> <tr> <td colspan="2"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Print Full Page Details"/> <input type="button" value="Item Cost"/> <input type="button" value="View PLU Properties"/> </td> </tr> </table>	PLU/SKU Code: 184	Bill Slip Name: MIXED BASKET (12 chars) Same like name:	Display Name: MIXED BASKET	Order Slip Name: MIXED BASKET (12 chars) Same like name:	Long Description:	Standard Selling Price: R 65.00	Cost Center: FOOD (currently: FOOD)	% Standard Discount: 0.00	Active: yes	Shortcut only: no & Auto ring attached PLUs?	In Stock: yes	Limit shortcut QTY to: 0 Qty of items that can ringed up as shortcuts. "0" = unlimited.	Order Printer: X1	Shortcut for: 0 Item(s) Auto Open Shortcuts: no (If not "Shortcut only" item)	Position: 1	Product / Recipes: 1	Auto-pop-up: No	Inventory Item: 0 (stock on hand: -2044)	Instructions: 0 Page(s)	Tax: 1 Definition(s)	Active from:	eCommerce PLU: yes	Active to:	Predefined QTY: 1	Units: each	Print Instructions: no (prints instruction(s) on invoice)	Category: / BEVERAGES / WINE / ROSE / BEVERAGES / WINE / SOET WYN / BEVERAGES / WINE / WHITE / BEVERAGES / WINE / WHITE / Blanc De Noir / BEVERAGES / WINE / WHITE / BLEND / BEVERAGES / WINE / WHITE / CHARDONNAY / BEVERAGES / WINE / WHITE / CHENIN BLANC / BEVERAGES / WINE / WHITE / SAUVIGNON BLANC / FOOD / FOOD / BASKET / FOOD / BREAKFAST / FOOD / BURGERS	Photo: No Pic Thumbnail: N/A display text	Don't print this PLU on customer invoice if price is 0: no However the PLU will print on the order slip & have stock effect.		Barcode: 2911191341286	Scale Barcode: Same as PLU Code or Auto generated Eg. 2005011102007 Rep Comission: 0 %		MiniPOS Minimum GP: 0 % (0 - disable warning)	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Print Full Page Details"/> <input type="button" value="Item Cost"/> <input type="button" value="View PLU Properties"/>	
PLU/SKU Code: 184	Bill Slip Name: MIXED BASKET (12 chars) Same like name:																																				
Display Name: MIXED BASKET	Order Slip Name: MIXED BASKET (12 chars) Same like name:																																				
Long Description:	Standard Selling Price: R 65.00																																				
Cost Center: FOOD (currently: FOOD)	% Standard Discount: 0.00																																				
Active: yes	Shortcut only: no & Auto ring attached PLUs?																																				
In Stock: yes	Limit shortcut QTY to: 0 Qty of items that can ringed up as shortcuts. "0" = unlimited.																																				
Order Printer: X1	Shortcut for: 0 Item(s) Auto Open Shortcuts: no (If not "Shortcut only" item)																																				
Position: 1	Product / Recipes: 1																																				
Auto-pop-up: No	Inventory Item: 0 (stock on hand: -2044)																																				
Instructions: 0 Page(s)	Tax: 1 Definition(s)																																				
Active from:	eCommerce PLU: yes																																				
Active to:	Predefined QTY: 1																																				
Units: each	Print Instructions: no (prints instruction(s) on invoice)																																				
Category: / BEVERAGES / WINE / ROSE / BEVERAGES / WINE / SOET WYN / BEVERAGES / WINE / WHITE / BEVERAGES / WINE / WHITE / Blanc De Noir / BEVERAGES / WINE / WHITE / BLEND / BEVERAGES / WINE / WHITE / CHARDONNAY / BEVERAGES / WINE / WHITE / CHENIN BLANC / BEVERAGES / WINE / WHITE / SAUVIGNON BLANC / FOOD / FOOD / BASKET / FOOD / BREAKFAST / FOOD / BURGERS	Photo: No Pic Thumbnail: N/A display text																																				
Don't print this PLU on customer invoice if price is 0: no However the PLU will print on the order slip & have stock effect.																																					
Barcode: 2911191341286	Scale Barcode: Same as PLU Code or Auto generated Eg. 2005011102007 Rep Comission: 0 %																																				
	MiniPOS Minimum GP: 0 % (0 - disable warning)																																				
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Print Full Page Details"/> <input type="button" value="Item Cost"/> <input type="button" value="View PLU Properties"/>																																					

Click SHORTCUT FOR	 <a href="#">Shortcut for</a> <hr/>																																																																																																		
Select ADD ITEMS	<a href="#">Add items</a> <hr/>																																																																																																		
Search and hilight the items that are shortcut items for the PLU button	<b>SpaceBiz - Shortcuts - Add</b> Selected PLU item ELDERFLOWER Available Items: quickfind» <a href="#">SOFT DRINKS / MIXERS/Appletiser/Gra</a> <a href="#">find next»</a> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;">         BOTTLES/SHOOTERS BTL/BTL Olmeca Black          BOTTLES/SHOOTERS BTL/BTL Fusion Caramel          BOTTLES/SHOOTERS BTL/BTL Jagermeister          BOTTLES/SHOOTERS BTL/BTL Patron Coffee          BOTTLES/SHOOTERS BTL/BTL Strawberry lips          SOFT DRINKS / MIXERS/Appletiser/Grapetiser          SOFT DRINKS / MIXERS/Coke 200ml can          SOFT DRINKS / MIXERS/Coke Light 200 ml          SOFT DRINKS / MIXERS/Dry lemon 200ml          SOFT DRINKS / MIXERS/Ginger Ale 200ml          SOFT DRINKS / MIXERS/Juice jug          SOFT DRINKS / MIXERS/Juice mixer 185ml          SOFT DRINKS / MIXERS/Juice(caraf) 250mil          SOFT DRINKS / MIXERS/Lemonade 200ml          SOFT DRINKS / MIXERS/Lime Cordial          SOFT DRINKS / MIXERS/Passion Fruit          SOFT DRINKS / MIXERS/RedBull          SOFT DRINKS / MIXERS/Soda 200ml       </div> <hr/>																																																																																																		
Select if the PLU screen must return to the parent category upon selection	Will this plu return from it's parent to the category of it's parent upon pressing on it? <input style="width: 100px; height: 20px; margin-bottom: 10px;" type="button" value="Yes"/>																																																																																																		
Click ADD selected	<input style="width: 100px; height: 20px;" type="button" value="Add Selected"/> <hr/>																																																																																																		
List of PLU shortcuts will display	<b>SpaceBiz - Shortcut</b> Shortcuts for: ELDERFLOWER <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PLU</th> <th>Category</th> <th>"Autoring Shortcut" QTY *</th> <th>PLU "Predefined QTY"</th> <th>Rank</th> <th>Auto-go-back</th> <th>Action</th> </tr> </thead> <tbody> <tr><td>Appletiser/Grapetiser</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Coke 200ml can</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Coke Light 200 ml</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Dry lemon 200ml</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Ginger Ale 200ml</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Juice jug</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Juice mixer 185ml</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Juice(caraf) 250mil</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Lemonade 200ml</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Lime Cordial</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Passion Fruit</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>RedBull</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> <tr><td>Soda 200ml</td><td>SOFT DRINKS / MIXERS</td><td>1 (modify)</td><td>1</td><td>≤1 ≥</td><td>yes</td><td><a href="#">Delete</a></td></tr> </tbody> </table> <p>* "Autoring Shortcut" QTY is used when Master PLU is "Auto ring" type in combination with Master PLU Predefined QTY.</p> <p style="text-align: center;"><a href="#">Add items</a>   <a href="#">Go back to PLU editor</a></p> <hr/>	PLU	Category	"Autoring Shortcut" QTY *	PLU "Predefined QTY"	Rank	Auto-go-back	Action	Appletiser/Grapetiser	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Coke 200ml can	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Coke Light 200 ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Dry lemon 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Ginger Ale 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Juice jug	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Juice mixer 185ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Juice(caraf) 250mil	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Lemonade 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Lime Cordial	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Passion Fruit	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	RedBull	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>	Soda 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>
PLU	Category	"Autoring Shortcut" QTY *	PLU "Predefined QTY"	Rank	Auto-go-back	Action																																																																																													
Appletiser/Grapetiser	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Coke 200ml can	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Coke Light 200 ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Dry lemon 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Ginger Ale 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Juice jug	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Juice mixer 185ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Juice(caraf) 250mil	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Lemonade 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Lime Cordial	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Passion Fruit	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
RedBull	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													
Soda 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	<a href="#">Delete</a>																																																																																													

Click GO BACK TO PLU EDITOR	<a href="#"><u>Go back to PLU editor</u></a>
PLU button will display a SHORTCUT ICON indicating there are shortcuts attached to the PLU	
In the PLU to the SHORTCUT FOR shows the number of items listed as a shortcut	 <b>Shortcut for</b> 13 Item(s)
To limit the number of shortcuts that may be selected within a parent PLU enter the allocated number in LIIT SHORTCUT QTY TO	<b>Limit shortcut QTY to</b> <input type="text" value="0"/> Qty of items that can ringed up as shortcuts. "0" - unlimited.
To select whether the shortcuts attached to the PLU item must display automatically once the PLU parent item has been selected, select from the drop down menu	<b>Auto Open Shortcuts</b> <input type="button" value="no"/> (If not "Shorcut only" item)
Click SAVE	<input type="button" value="Save"/>