

## PRODUCT LOOK UP

### Cashier Screen Product Look Up:

There are several ways to look up a product from the cashier screen. To minimize human error in selecting the wrong product or vintage, VinNOW recommends that you use a bar code scanner for entering all products onto sales in VinNOW.

You can look up a product in cashier by:

**Scan the product** UPC code while the curser is in the "<Enter Product>" screen

**Enter the product ID** number into the "<Enter Product>" screen

**Enter the "Hot Code"** into the "<Enter Product>" screen

Click on the "+" to the left of the product category and all the products in that category will then be displayed (if the category is not already expanded). You can then select the product that you are looking for from the tree view by clicking on it. If you click the product more than once VinNOW will increment the QTY field by one for every time the product is selected.

On the line next to the "<Enter Product>" but before "s/" field you see a field with a picture of a pair of glasses. In this area you can search for products using the product description or part of the description. The "%" is a wildcard and allows the system to search for whatever you put in the field even if it is only part of the description. If you leave the area after the % blank, it will return all products. You then just need to double click on the product and it will be added to the sale. You can also use the fields of product type, category and varietal as search filters.

### Single Line Mode

Next to the product look up field and the glasses you will see s/ - Single line mode. Clicking this will allow you to enter the same item again on the next line. If you click on, or look up the same product without selecting the s/ the quantity of the product that you originally selected will increase. This feature can be used if you wish to assign different pricing or discounts to the same wine.