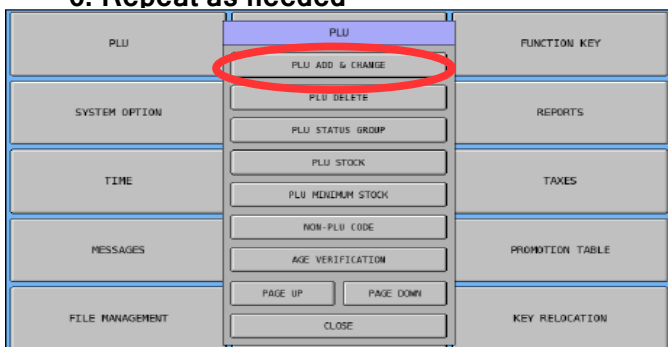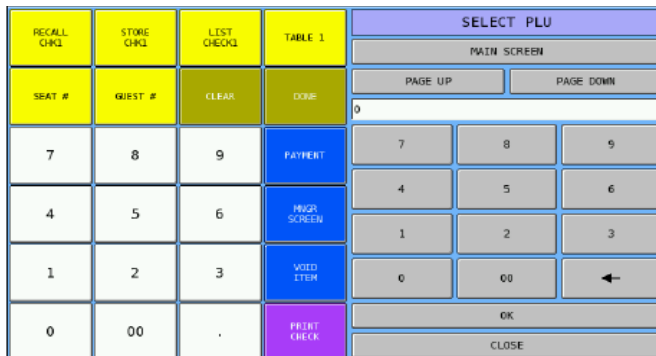# Adding a Item with Scanning – SPS 500 Series

1. Turn Key to PGM - select PLU
2. From the PLU window - select PLU ADD / CHANGE
3. Scan Item that needs to be changed
   - This will bring up a new window of the item scanned. Confirm name at the top right.
4. These are the items that are needed:
   - **Top Right:**
     - **Descriptor.** *This is the name of what the product is.*
   - **Page 1:**
     - **Group Link #1:** *This is where the product is reported to (department #).*
     - **PLU Status Group Link#:** *This is what makes the product taxable 1,taxable 2, non taxable*
   - **Page 2:**
     - **Preset:** This determines whether the item has a preset price or open price.
   - **Prices:**
     - **PRC/Halo:** *This is the price of the product*
5. Pressing Close will make the screen return to the Main SELECT PLU window
6. Repeat as needed

PLU ADD & CHANGE

SCAN