Setting up Scan Items with BOTTLE DEPOSIT.

<u>**Setup One**</u>**: Manager Menu → Menu Maintenance → Menu Item & Pricing**

- **1**: Enter the name of the item in the field [**Menu Item Name**]

  ○ *Example: Pepsi 20oz Can*

- **2:** Using the drop down menu, select the category to which this item belongs in the field [**Category / Sub Cat**].

  ○ *Example: Beverages*

- **3**: Using the drop down menu, select the category to which this item belongs in the field [**Department**].

  ○ *Example: Beverages*

- **4**: Enter in the dollar (with the decimal) for the item in the field [**Regular Price**].

  ○ *Example: 1.79*

- **5**: Once complete, select [**Save**]

Setting up Scan Items with BOTTLE DEPOSIT.

<u>Setup Two</u>: Manager Menu → Menu Maintenance → Menu Item & Pricing

- **1**: Enter the name of the item plus the word "Deposit" in the field [**Menu Item Name**]

   - *Example: Pepsi 20oz Can + Deposit*

- **2**: Using the bar code scanner, scan the item in the field [**PLU / Bar Code**]

- **3:** Using the drop down menu, select the category to which this item belongs in the field [**Category / Sub Cat**].

   - *Example: Beverages*

- **4**: Using the drop down menu, select the category to which this item belongs in the field [**Department**].

   - *Example: Beverages*

- **5**: Uncheck [**Menu Item is Taxable**]

- **6**: Once complete, select [**Save**]

Setting up Scan Items with BOTTLE DEPOSIT.

Setup Three: Manager Menu → Menu Maintenance → Combo Menu Item

- **1**: Using the drop down menu, find the name of the item with [*+ Deposit*]

  - *Example: Pepsi 20oz Can + Deposit*

- **2:** Using the drop down menu, select the items that will be linked together.

  - *Example: Pepsi 20oz Can* and *Bottle Deposit .05*

- **3**: Once complete, select [**Save**]

Setting up Scan Items with BOTTLE DEPOSIT.

Setup Four: Manager Menu → Menu Maintenance → Menu Item & Pricing

- **1**: Find the item that was just created [**Menu Item Name**]

  - *Example: Pepsi 20oz Can + Deposit*

- **2:** Checkmark [**Available with Barcode Scanner**]

- 3: Once complete, select [**Save**]