
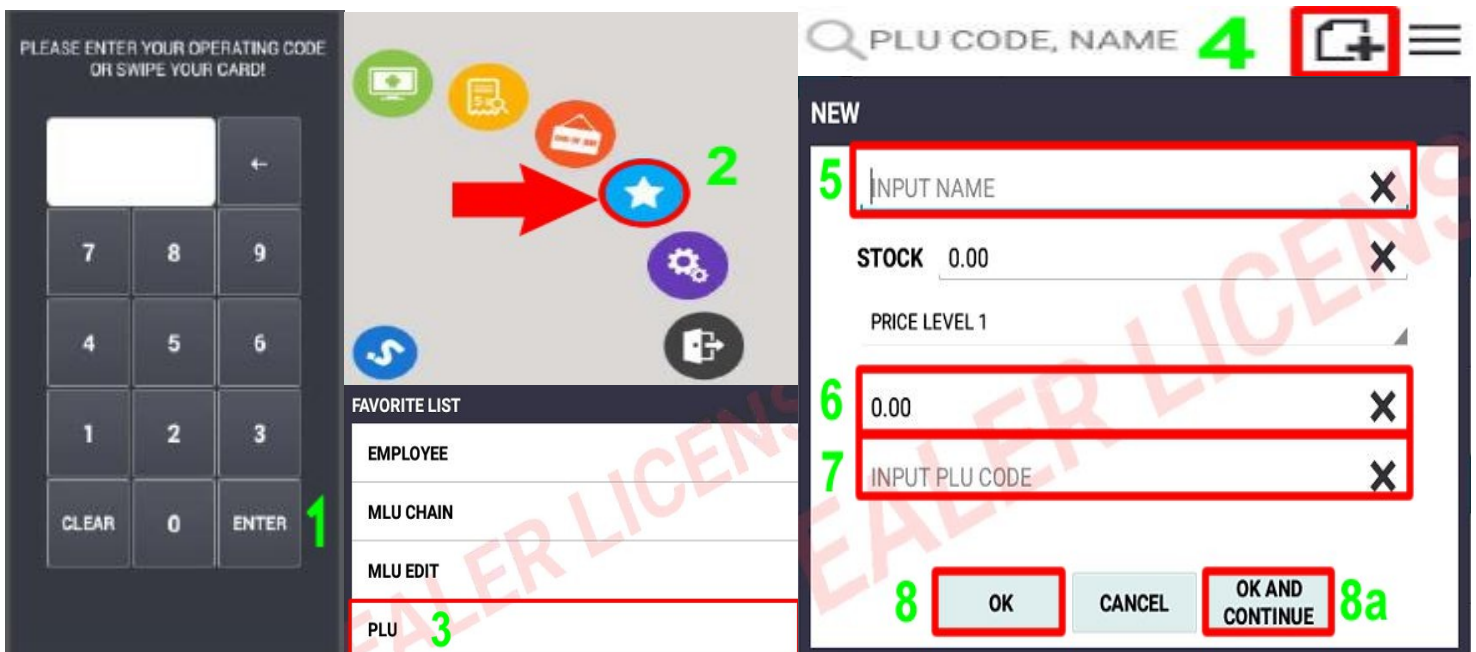


Creating an New Item in the Sam4POS:





Step One:







1. Enter in **Manager Code**
2. Select the **STAR**
3. Select **PLU**
4. Select []
 - This will bring up a window to create a new PLU.
5. Enter the *NAME* of the item on the line [**INPUT NAME**]
 - An onscreen keyboard will pop up.
6. Enter the *PRICE* of the item on the line [**0.00**]
 - An onscreen keyboard will pop up.
7. Enter the *PLU CODE* of the item on the line [**INPUT PLU CODE**]
 - Each category has its own set of PLU codes.
 - For example: Salads have PLU code range 300
 - An onscreen keyboard will pop up.
 - If the code already it exist it will state in red that the **PLU CODE ALREADY EXISTS**
8. Select [**OK**] once complete or [**OK and CONTINUE**] if need to enter more items.



Creating an New Item in the Sam4POS:

Step Two:

1. Once the item has been created, go back into the item.
2. Select [**GROUP LINK 1**] with the green down arrow: 
 - o This will bring up a list of all the group categories. Select the correct group the item belongs into. This will help when adding items to the layout.
3. Select [**PLU STATUS GROUP LINK**] with the green down arrow: 
 - o This will bring up a list of all the status groups. This group defines whether the item is a modifier that goes to the KP, modifier that is chargeable and goes to the KP, taxable, taxable and goes the KP or non taxable and goes to the KP. Select the correct PLU Status group for the item.
4. Select [**MLU CHAIN**] with the green down arrow: 
 - o This will bring up a list of all the modifiers that the item can use. Select the correct modifier for the item.
5. Once complete use the [] at the top left to exit.

| GENERAL | |
|---|--|
| GROUP LINK1 Salads 2 | GOTO  |
| GROUP LINK2 NONE | GOTO  |
| GROUP LINK3 NONE | GOTO  |
| PLU STATUS GROUP LINK Taxable KP 3 | GOTO  |
| PRICE OPTION PRESET (NO OVERRIDE) |  |
| MLU CHAIN Salad Dressings 4 | GOTO  |