"To know I can check and see how the store is doing
even without being there is very helpful."
Reveille Joe Coffee, *Coffee Shop*
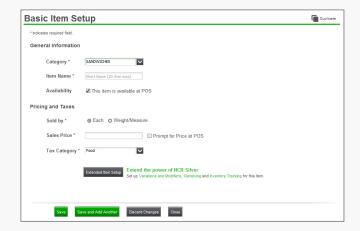
Both   NCR Silver

NCR Silver Pro

Browse by categories
Welcome
NCR Silver
NCR Silver Pro
Restaurant Edition

Basic Item Setup

Use this Basic Item Setup to enter basic items quickly and
efficiently. Basic Item Setup includes general information about the
item, as well as price and tax information. If you have more
complex items, use the Extended Item Setup.

To create an item using the Basic Item Setup:

1. Select **INVENTORY > CATEGORIES & ITEMS.**

2. Select the category for the item from the left side of the
   screen and select **CREATE AN ITEM**.

3. Enter an **Item Name** of up to 20 characters.

4. By default, the checkbox for **This item is available at
   the POS** is checked for you. This means once you
   have set up the item, it will be displayed on the POS
   and available for sale. If you do not want this item to
   display on the POS, uncheck the box.

5. Select either the **Each** or **Weight/Measure** option to
   indicate how you want to sell the item. The price for a

weighed or measured item is per pound, foot, or
whatever your unit of measure may be. Your
employees will need to know how items are
weighed/measured.

6. Enter the **Sales Price** for the item in xx.xx format.

7. If you want the system to alert the POS user to enter a
   price for the item at the time of the sale, check the
   Prompt for Price at POS box.

8. Select the **Tax Category** for the item. The system will
   automatically select your default tax category, but you
   can click the field and select another tax category for
   the item.

9. Do one of the following:

   - Click **Extended Item Setup** if you need to
     enter more information about this item,
     such as variations, bar codes, inventory
     tracking information, etc.

   - Click **Save** to save your changes. The
     system will return you to the
     CATEGORIES & ITEMS main screen.

   - Click **Save and Add Another** to save this
     item and start adding another new item.
      The system will return you to the **Basic
     Item Setup** screen.

   - Click **Discard Changes** to not save any of
     the information you entered. The system
     will prompt you to confirm that you want to
     discard your changes.

   - Click **Close** to close the screen. If you
     have made changes that you haven't
     saved, the system will prompt you to
     confirm that you want to discard your
     changes.

   By default, items are displayed in alphabetical order in the POS app.
   However you can easily change the order using the **Sort Order**
   feature in the Back Office or by dragging and dropping in the POS
   app.

Keyword: basic item setup, item setup, back office items, creating items