# Auxiliaries Guide

Version 4.4

Jack Gerrard August 2017

This Guide deals with the setup and configuration of uniCenta oPOS Products. It is a "How to" of key points for Products, associated Categories and Auxiliaries.

#### Foreward

The focus of this document is the Administration of uniCenta oPOS Products.

Related guides:

Categories:

https://unicenta.com/packages/guide-category-setup/

Products:

https://unicenta.com/packages/guide-products-setup/

Attributes :

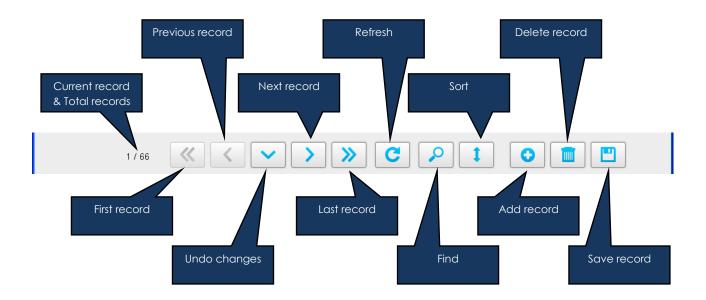
https://unicenta.com/packages/guide-product-attributes/

Date	Version	Author	Comment
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### Useful things

#### Editor Toolbar

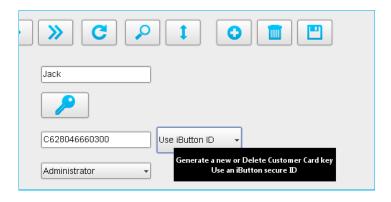
You will see this toolbar is used throughout uniCenta oPOS so here's a quick overview of what the buttons do. The Editor Toolbar appears in all record management forms.



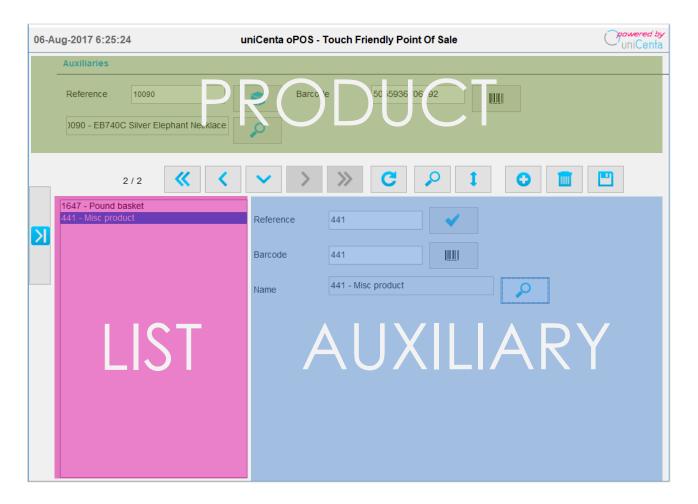
#### Tooltips

Lots of things in uniCenta oPOS use pop-up Tooltips.

All you have to do is hover your mouse pointer over a component for a second and it will give you a brief description of what it does. Tooltips are constantly being added or revised as uniCenta oPOS development progresses.



## **OVERVIEW**



The **Product area** is where you specify the **Main Product** to which you attach Auxiliaries.

The **List area** displays all Products currently attached to the Main Product specified in the Product area.

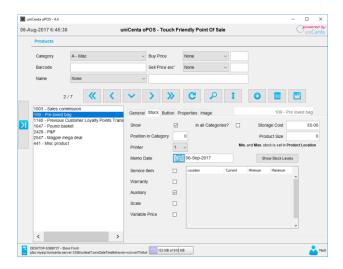
The Auxiliary area is to choose all Products set as an Auxiliary.

The first thing to do before using the Auxiliaries module is to create your Products and set them as Auxiliary.

An Auxiliary retains all characteristics of its Product settings and can even have Attributes.

A Product set as an Auxiliary can be re-used against any other Products.

### **PRODUCTS**



The first thing to do before using the Auxiliaries module is to create Products and that the Auxiliary check box is ticked to set this Product as an Auxiliary.

Once a Product is set as an Auxiliary it can be used repeatedly and assigned as an Auxiliary for other Products.

A typical use of an Auxiliary is as an optional item of a Product which has a price supplement. Pizza toppings with various prices are a good example.

#### Hint:

Use Attributes where you have a Product which has options and these do not have a price variance.

Use Auxiliaries if you need to track Inventory in greater detail such as Stock Levels.

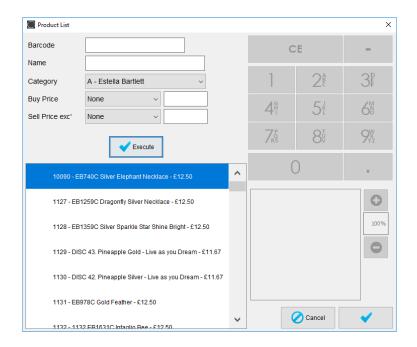
# SET MAIN PRODUCT



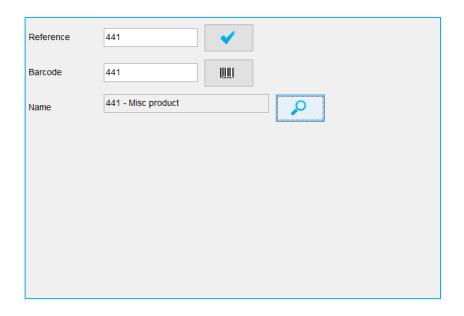
Reference Enter the Main Product Reference and touch

Barcode – Enter or scan the Main Product Barcode and touch

Touch ho to Search for a Main Product



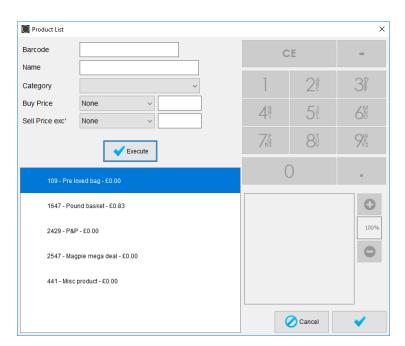
# SET AUXILIARY



Reference Enter the Main Product Reference and touch

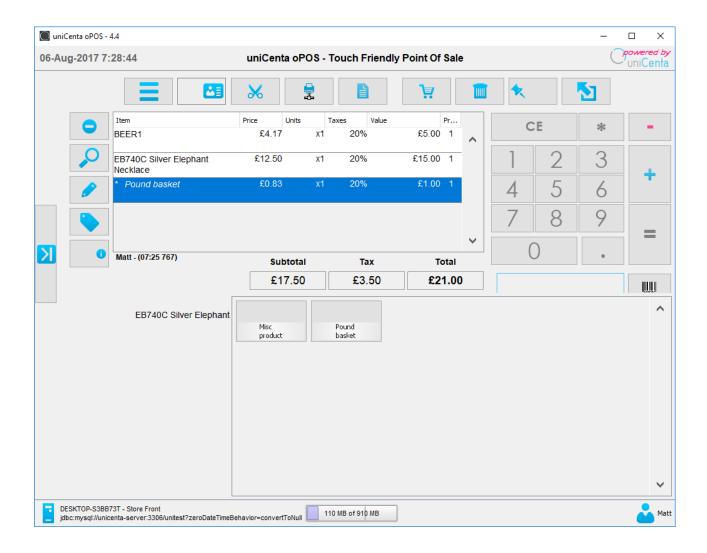
Barcode – Enter or scan the Main Product Barcode and touch

Touch  $\nearrow$  to Search for a Main Product



Only Products which are marked as Auxiliaries will appear in the list.

# SALES SCREEN



If a Product chosen in the Sales screen has Auxiliaries assigned to it the Category list will change to the current ticket line's selected Product.

The Product area automatically changes and displays only those Auxiliary Products assigned to the current ticket line's Product

Selecting an Auxiliary adds a new ticket line below the Main Product.

### RECEIPT

Receipt: Date: 06-Aug-2017 07:25:23 Terminal: DESKTOP-S3BB73T Served by: Price Qty Value BEER1 x1 x1 EB740C Silver Ele £15.00 £15.00 \*Pound basket £1.00 £1.00 Items count: 3 Total £21.00 £17.50 Nett of Tax: Taxes: Change footer text in Configuration Thank you for your custom Please Call Again

The Auxiliary is also included on the receipt

Below is the area in the Printer. Ticket template which controls the appearance of Products and Auxiliary lines on the receipt.