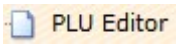
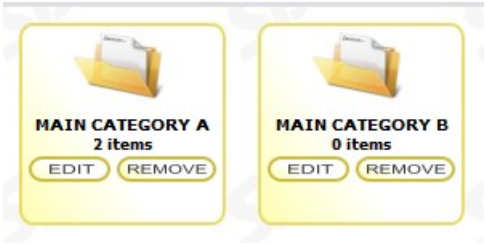
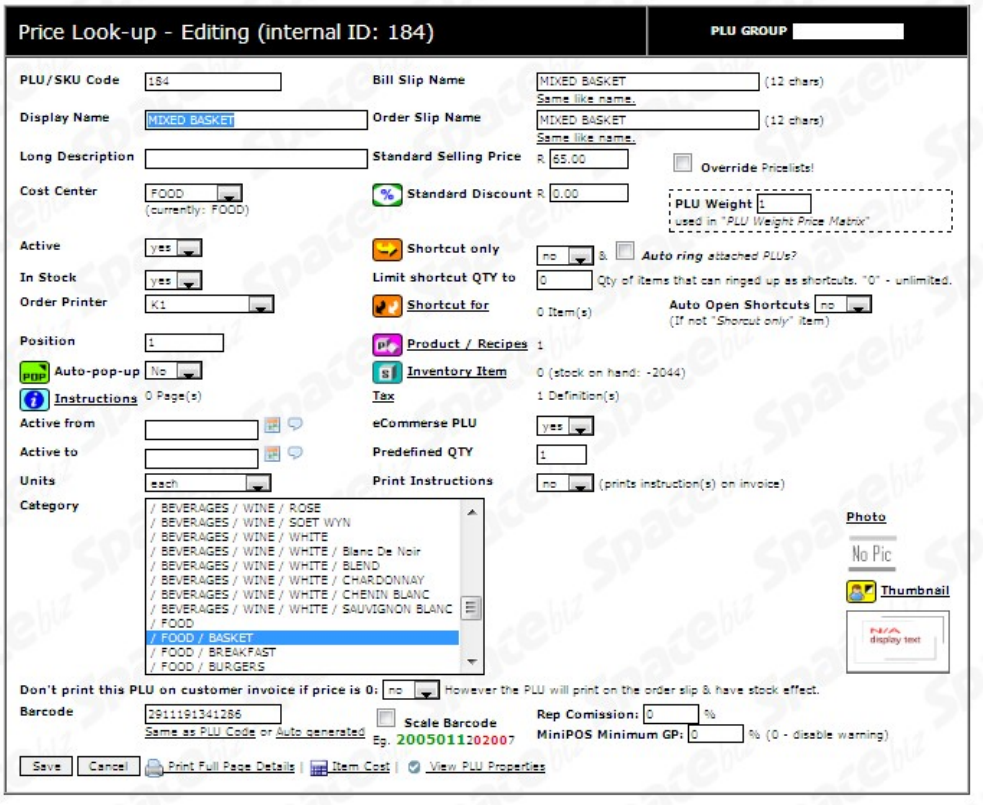
ADD A PLU SHORTCUT TO A PLU SALES ITEM

Navigate to the PLU Editor	
Navigate to the PLU Category folder where the PLU Sales button is be located	
Click on the FOLDER NAME	
Click on PLU Name to open.	

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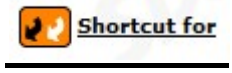
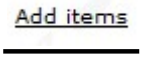
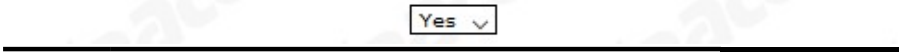
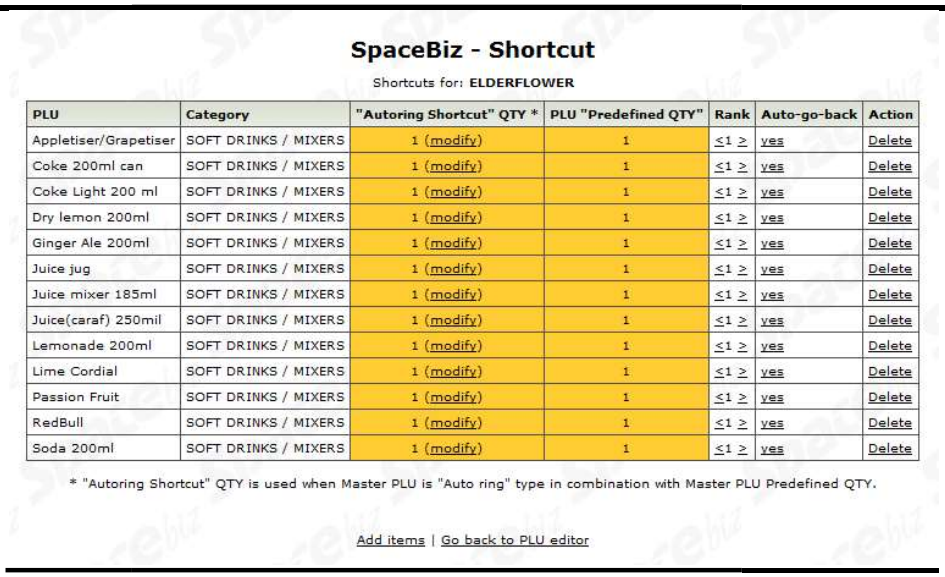
Click SHORTCUT FOR	
Select ADD ITEMS	
Search and hilight the items that are shortcut items for the PLU button	
Select if the PLU screen must return to the parent category upon selection	
Click ADD selected	
List of PLU shortcuts will display	

SpaceBiz - Shortcut

Shortcuts for: **ELDERFLOWER**

PLU	Category	"Autoring Shortcut" QTY *	PLU "Predefined QTY"	Rank	Auto-go-back	Action
Appletiser/Grapetiser	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Coke 200ml can	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Coke Light 200 ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Dry lemon 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Ginger Ale 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Juice jug	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Juice mixer 185ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Juice(caraf) 250mil	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Lemonade 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Lime Cordial	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Passion Fruit	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
RedBull	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete
Soda 200ml	SOFT DRINKS / MIXERS	1 (modify)	1	≤1 ≥	yes	Delete

* "Autoring Shortcut" QTY is used when Master PLU is "Auto ring" type in combination with Master PLU Predefined QTY.

Add items | Go back to PLU editor

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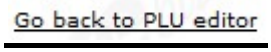
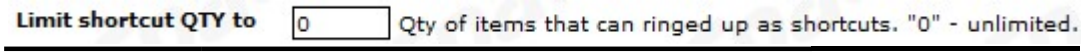
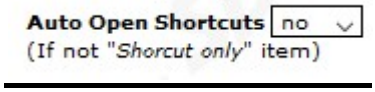
Click GO BACK TO PLU EDITOR	
PLU button will display a SHORTCUT ICON indicating there are shortcuts attached to the PLU	
In the PLU to the SHORTCUT FOR shows the number of items listed as a shortcut	
To limit the number of shortcuts that may be selected within aparent PLU enter the allocated number in LIIT SHORTCUT QTY TO	
To select wherther a the shortcuts attached to the PLU item must display automatically once the PLU parent item has been selected, select from the drop down menu	
Click SAVE	

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