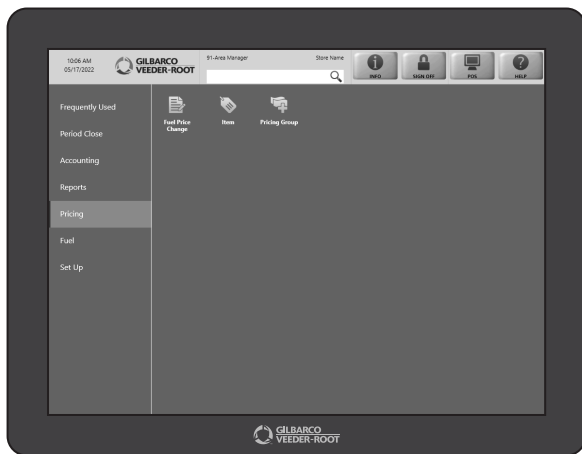


Passport® Point-of-Sale makes it easy to manage your price book, even when you don't have a back-office system.

**HERE'S HOW TO SET THAT UP.**



## FROM THE MANAGER WORKSTATION:

1. Select "Pricing"

Pricing

2. Then "Item"

3. Select the "Add" button

4. Complete the tabs as required.

5. On the General tab, enter a PLU or UPC code.

General

6. Enter the item's description, select the department for the item and item type.

You can enter manually, or if you are scanning items in, you highlight the PLU/UPC field on the General tab and scan the item.

7. Enter the price of the item and select "Enter".

8. Tap the Scan Codes Tab, and tap "Add".

Add

9. Select the Options on the Options tab as required for the item and select "Save".

To Search for an item, select "Pricing", then "Item" then select the "Search" button. Find item from the list, or search on a PLU/UPC, description, department or item type and then click the "Search" button. To Change an item, click on the item to highlight it and click the "Change" button.

**PROBLEM SOLVED.**

