

# Create soft keys for in-store products on the Verifone POS (non-scanning stores)

## Purpose:

1. How to Configure UPC manually at Verifone POS.
2. How add Speedkey button on Verifone POS.

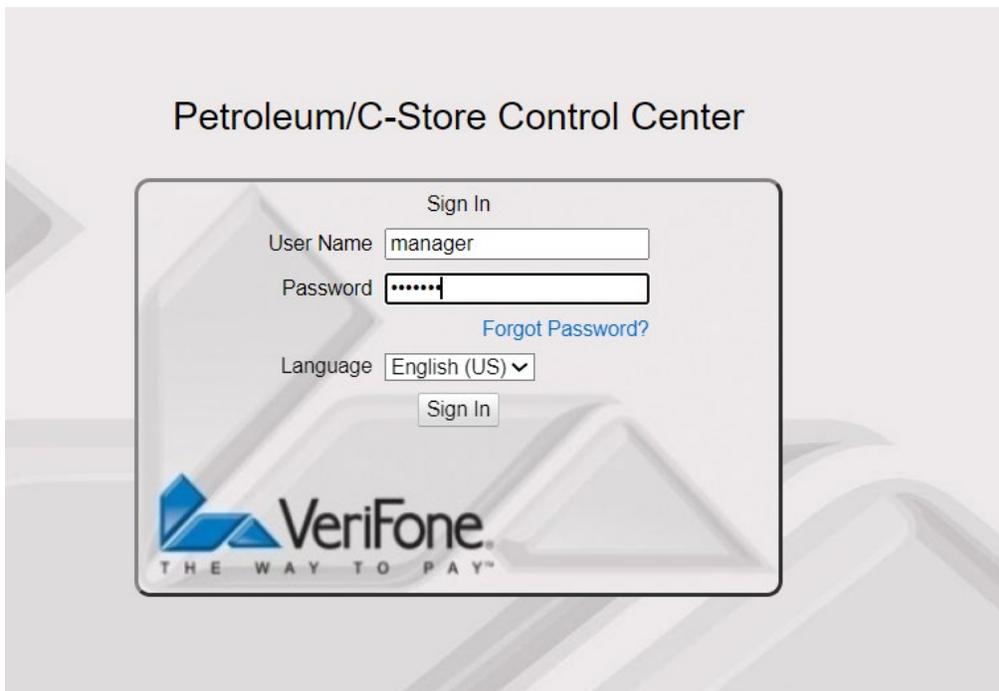
**CPG** stands for Consumer Product Good.

**UPC** stands for Universal Product Code.

**Pre-requisites:** The button can only be added on the POS main screen once the product UPC is added in the price-book. Review the UPCs listed on the offer card to confirm which UPCs to set up. Only setup buttons for the products you carry in your store.

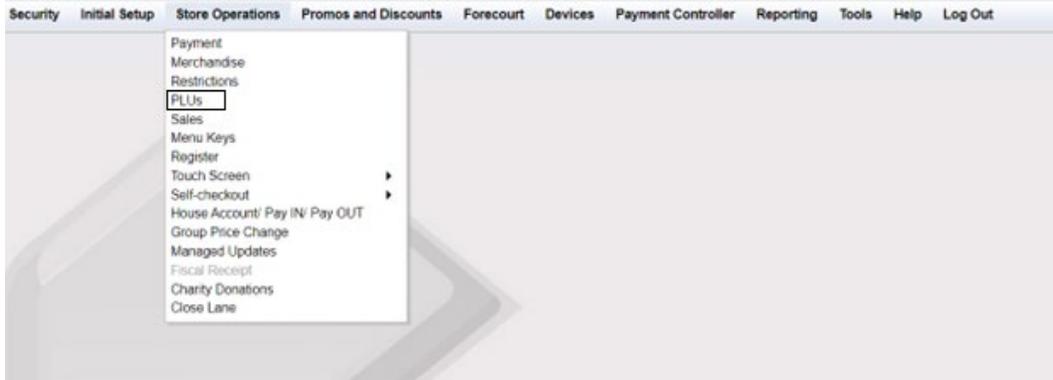
## **A) Steps to update UPC manually at Verifone POS:**

1. From the POS main screen,
2. Click on CSR Func.
3. Login to the Configuration Client

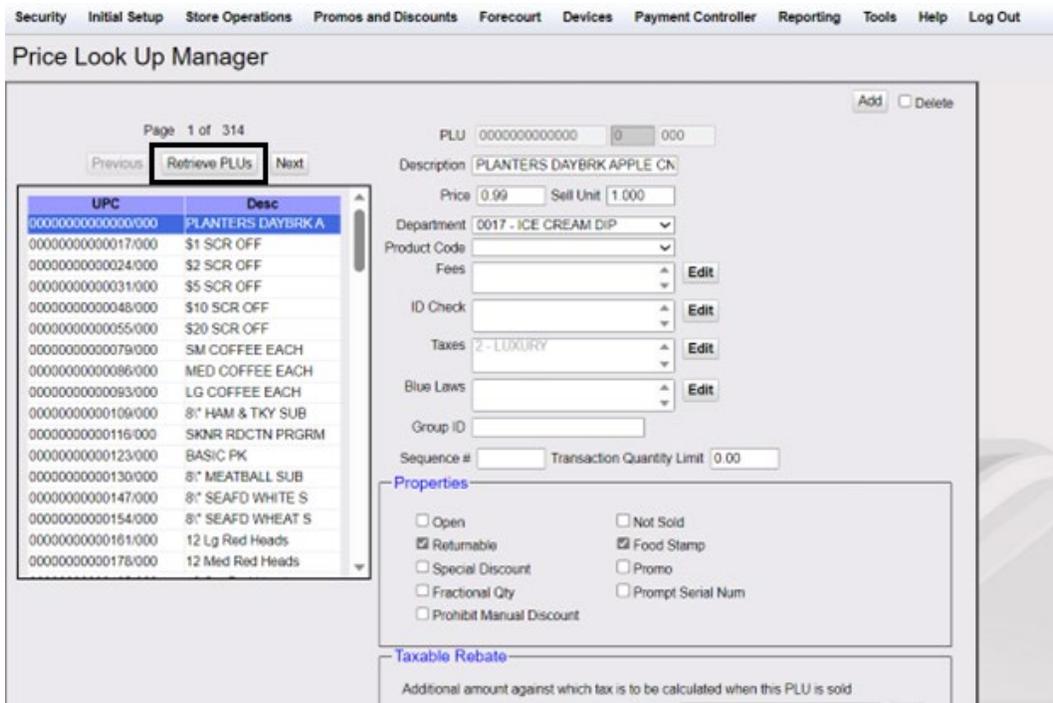


4. Click on Store Operations
5. Then Click on PLUs

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6. Click on Retrieve PLUs



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7. Type PLU # and click Retrieve Page

The screenshot shows the 'Price Look Up Manager' interface. At the top, there is a navigation menu with options: Security, Initial Setup, Store Operations, Promos and Discounts, Forecourt, Devices, Payment Controller, Reporting, Tools, and Help. Below the menu, the title 'Price Look Up Manager' is displayed. The main area is divided into two sections: 'Retrieve PLUs' and 'Where'. The 'Retrieve PLUs' section on the left contains a table with two columns: 'UPC' and 'Desc'. The first row is highlighted in blue and shows '0000000000000000' for UPC and 'PLANTERS DAYBRKA' for Desc. Other rows include various coffee and bread products. The 'Where' section on the right contains search filters. The 'like' dropdown is set to 'like'. The 'PLU Number' field is filled with '70960951568' and is highlighted with a black box. Other fields include 'Product Code', 'Department', 'Description', and 'Price'. Below the filters, there is an 'Order By' section with '+' and '-' buttons. At the bottom of the 'Where' section, there are buttons for 'Retrieve Page', 'Done', and 'Reset'. A note at the bottom right states: 'Leaving WHERE conditions blank will return ALL PLUs.'

UPC	Desc
0000000000000000	PLANTERS DAYBRKA
00000000000017/000	\$1 SCR OFF
00000000000024/000	\$2 SCR OFF
00000000000031/000	\$5 SCR OFF
00000000000048/000	\$10 SCR OFF
00000000000055/000	\$20 SCR OFF
00000000000079/000	SM COFFEE EACH
00000000000086/000	MED COFFEE EACH
00000000000093/000	LG COFFEE EACH
00000000000109/000	8" HAM & TKY SUB
00000000000116/000	SKNR RDCTN PRGRM
00000000000123/000	BASIC PK
00000000000130/000	8" MEATBALL SUB
00000000000147/000	8" SEAFD WHITE S
00000000000154/000	8" SEAFD WHEAT S
00000000000161/000	12 Lg Red Heads
00000000000178/000	12 Med Red Heads

8. If the PLU is available already in the Pricebook then it will show the name of the product. (Then Skip the below steps and follow part "B" of the document).
9. If the PLU is not available in the Pricebook the below screen will appear, and need to add the PLU
10. Click Add

# Create soft keys for in-store products on the Verifone POS (non-scanning stores)

Security Initial Setup Store Operations Promos and Discounts Forecourt Devices Payment Controller Reporting Tools Help Log

## Price Look Up Manager

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Previous Retrieve PLUs Next

UPC	Desc
-----	------

PLU

Description

Price  Sell Unit

Department

Product Code

Fees  Edit

ID Check  Edit

Taxes  Edit

Blue Laws  Edit

Group ID

Sequence #  Transaction Quantity Limit

**Properties**

Open  Not Sold

Returnable  Food Stamp

Special Discount  Promo

Fractional Qty  Prompt Serial Num

Prohibit Manual Discount

**Taxable Rebate**

Additional amount against which tax is to be calculated when this PLU is sold

Rebate Amount  Taxes  Edit

**Add**  Delete

11. Enter the PLU number.
12. Enter the Description - Name of the product. (Example: Saratoga)
13. Department – Grocery.
14. Product Code - 0400 - General Merch.
15. Add the details and click on “Save”.

# Create soft keys for in-store products on the Verifone POS (non-scanning stores)

Security Initial Setup Store Operations Promos and Discounts Forecourt Devices Payment Controller Reporting Tools Help Log Out

## Price Look Up Manager

Save Cancel

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UPC	Desc
70960951568/0	SARATOGA

PLU: 70960951568 0

Description: SARATOGA

Price: 0.00 Sell Unit: 1.000

Department: 0011 - GROCERY

Product Code: 0400 - GENERAL MERCHANE

Fees: [Dropdown] Edit

ID Check: [Dropdown] Edit

Taxes: [Dropdown] Edit

Blue Laws: [Dropdown] Edit

Group ID: [Text]

Sequence #: [Text] Transaction Quantity Limit: 0.00

**Properties**

Open  Not Sold

Returnable  Food Stamp

Special Discount  Promo

Fractional Qty  Prompt Serial Num

Prohibit Manual Discount

**Taxable Rebate**

Additional amount against which tax is to be calculated when this PLU is sold

Rebate Amount: 0.00 Taxes: [Dropdown] Edit

**Note\*** - The above steps will make sure that the CPG Product is added to the price book.

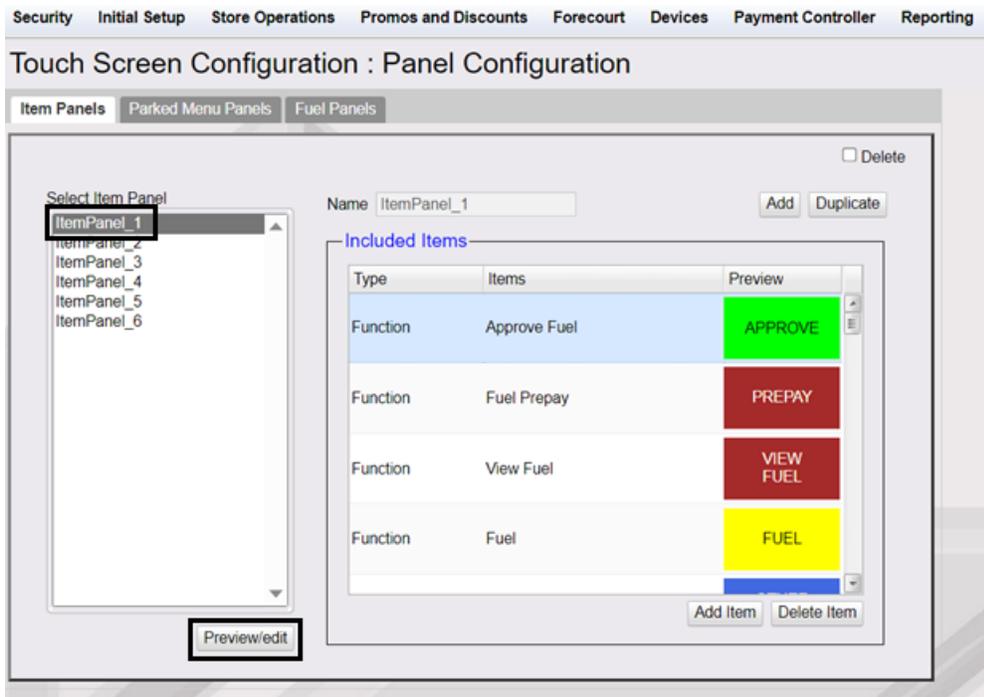
# Create soft keys for in-store products on the Verifone POS (non-scanning stores)

## Steps to add SoftKey on Verifone POS Cashier's screen:

1. Click on Store Operations
2. Click on "Touch Screen"
3. Click on "Panel configuration".

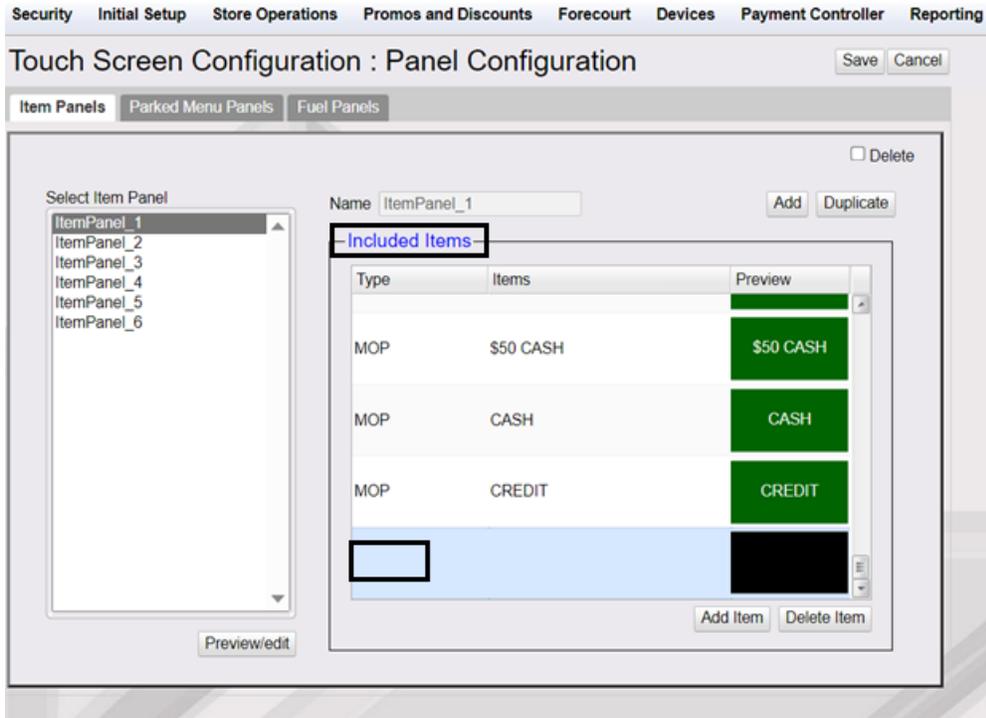


4. Select the ItemPanel where the SoftKey needs to be added, In case you are not aware click on Preview/Edit this will give you an idea where you want the SoftKey to be placed.



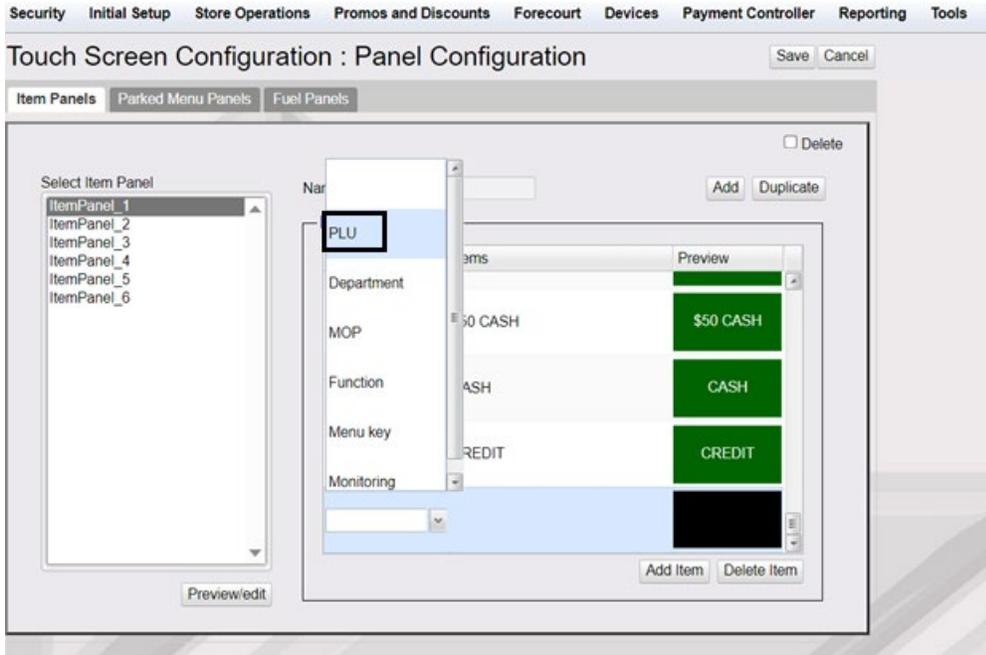
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5. Once the Item Panel is known
6. On the right-hand side with heading "Included Items"
7. Scroll to the bottom.
8. Click on the empty space where you see the blank button.

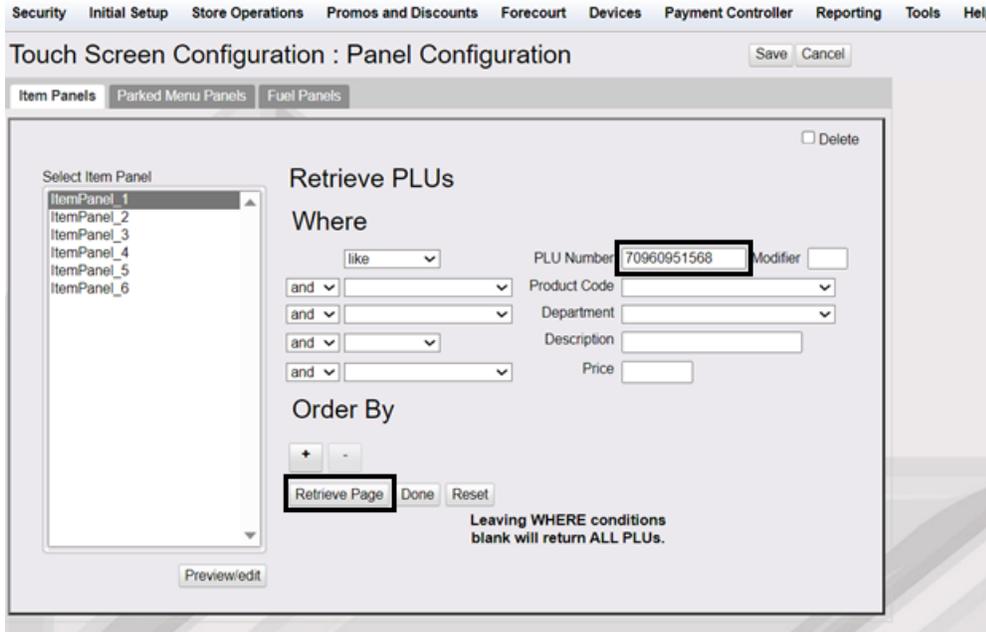


9. Upon clicking, you will see the list.
10. Select PLU from the list.

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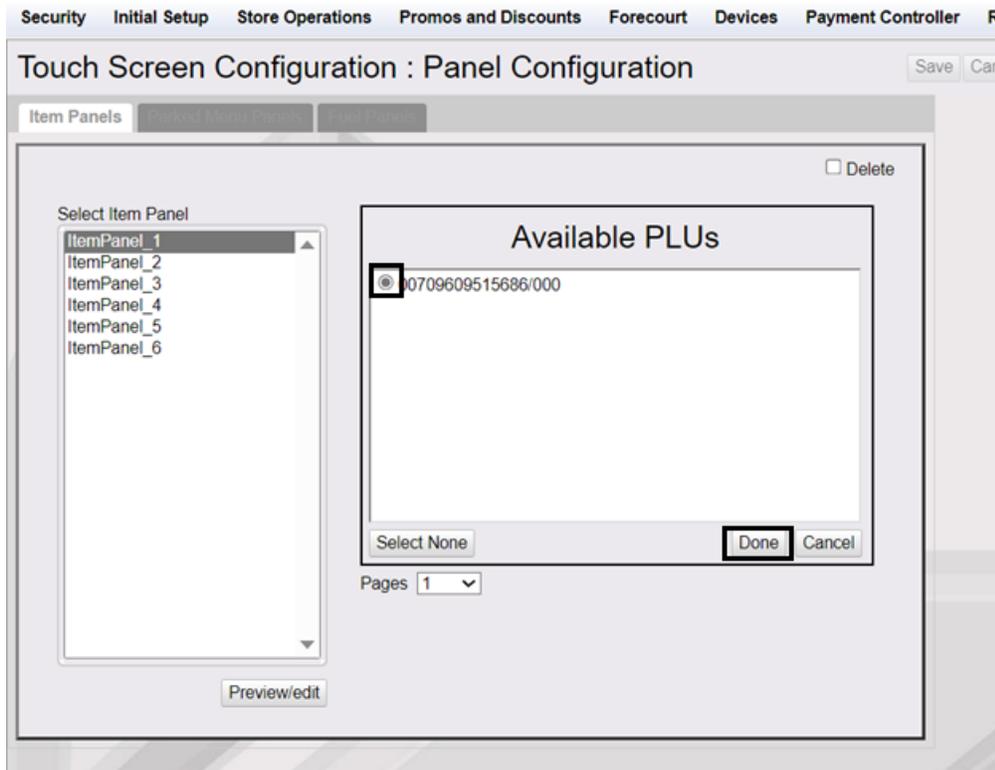


11. Then enter the PLU which was setup in section "A" of the document.
12. Click on Retrieve page

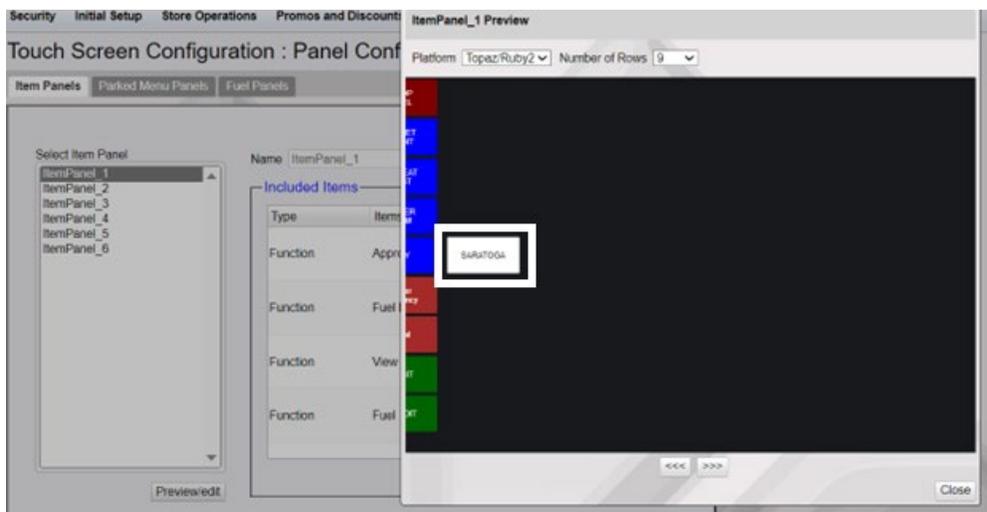


13. Select the radio button and click Done.

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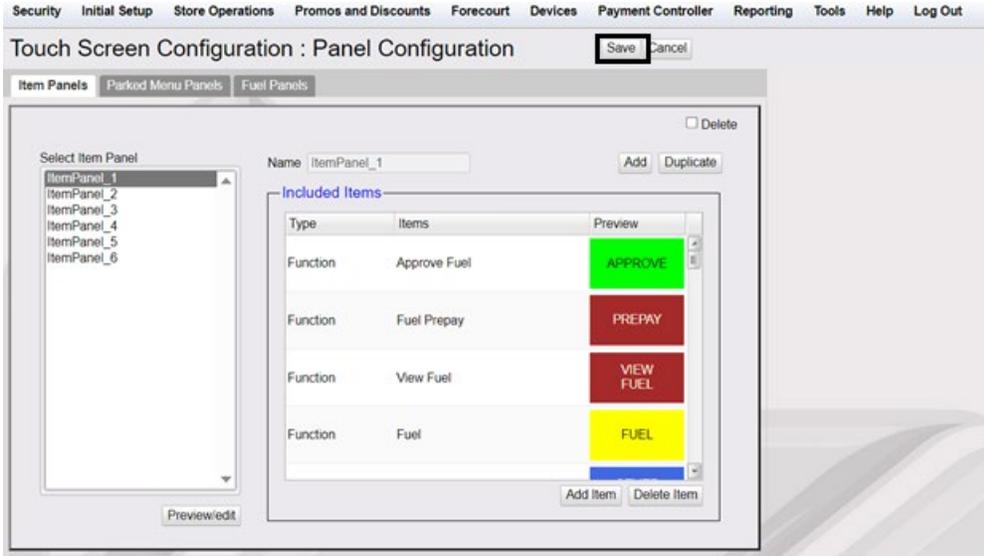


14. To be confirmed and check click on “Preview/edit”
15. The SoftKey created should be visible.



16. Then Click on “Save”

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17. Logout from the Config Client
18. As well logout and login on the cashier's screen
19. Below is how the button will look like on the POS.

