

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

Purpose:

1. How to Configure UPC manually at Gilbarco POS.
2. How add SpeedKey button on Gilbarco 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.

OFFER ELIGIBLE ITEMS	
UPC(s)	PRODUCT DESCRIPTION
016000512351	CHEX MIX MUD BUD BRWN SUPREME 4.5OZ

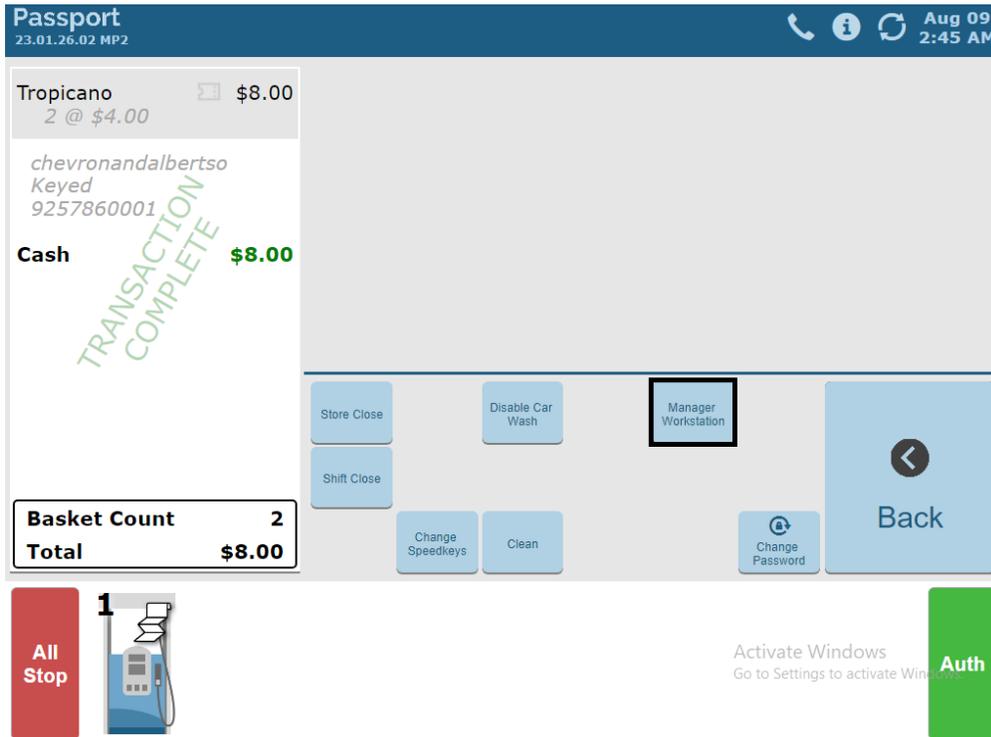
Steps to update UPC manually at Gilbarco POS:

1. From main POS screen log in
2. Select “Tools”.

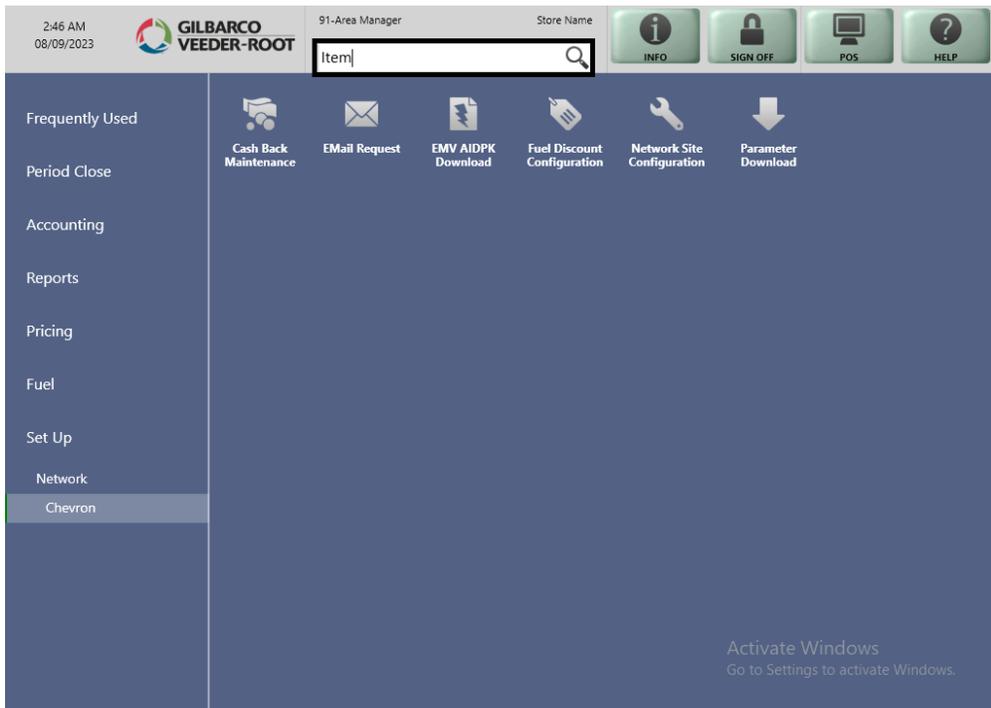
The screenshot shows the Gilbarco POS interface. At the top, it displays 'Passport' and the date 'Aug 09 2:43 AM'. The main screen shows a transaction for 'Tropicano' with a total of '\$8.00'. A 'TRANSACTION COMPLETE' watermark is visible. The 'Tools' button is highlighted in the bottom right corner of the main screen. Below the main screen, there are several buttons: 'All Stop', 'Auth', and 'Activate Windows'.

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3. Select “Manager Workstation”.

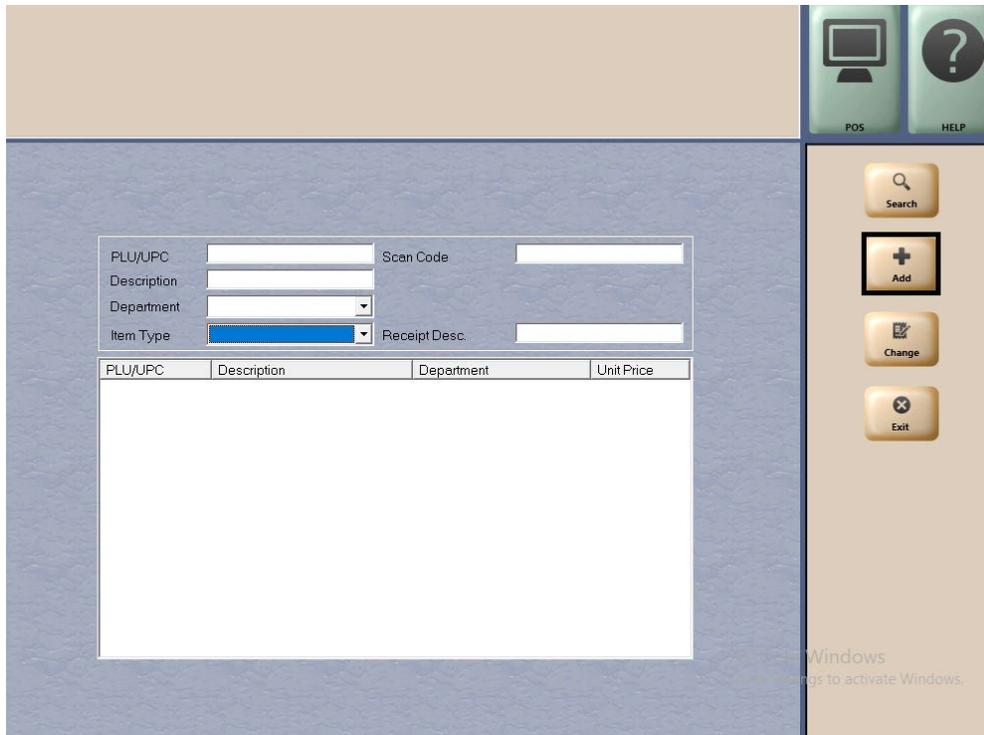


4. In the search bar enter the word "item" and select the drop-down option reading "item"



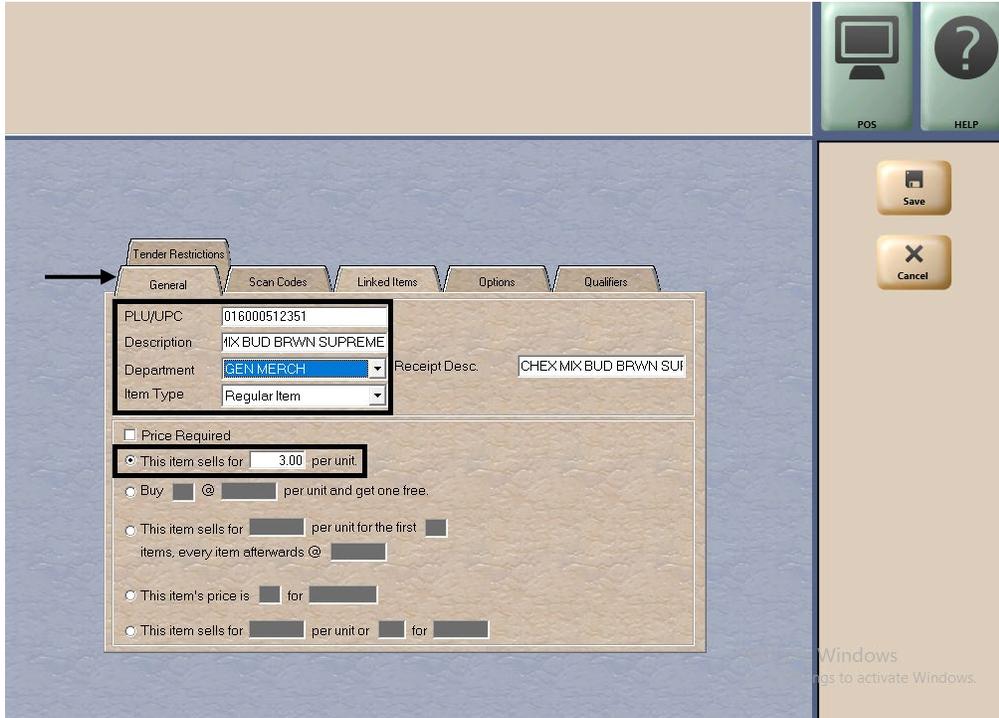
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5. In the Item screen select “Add” on the right side.

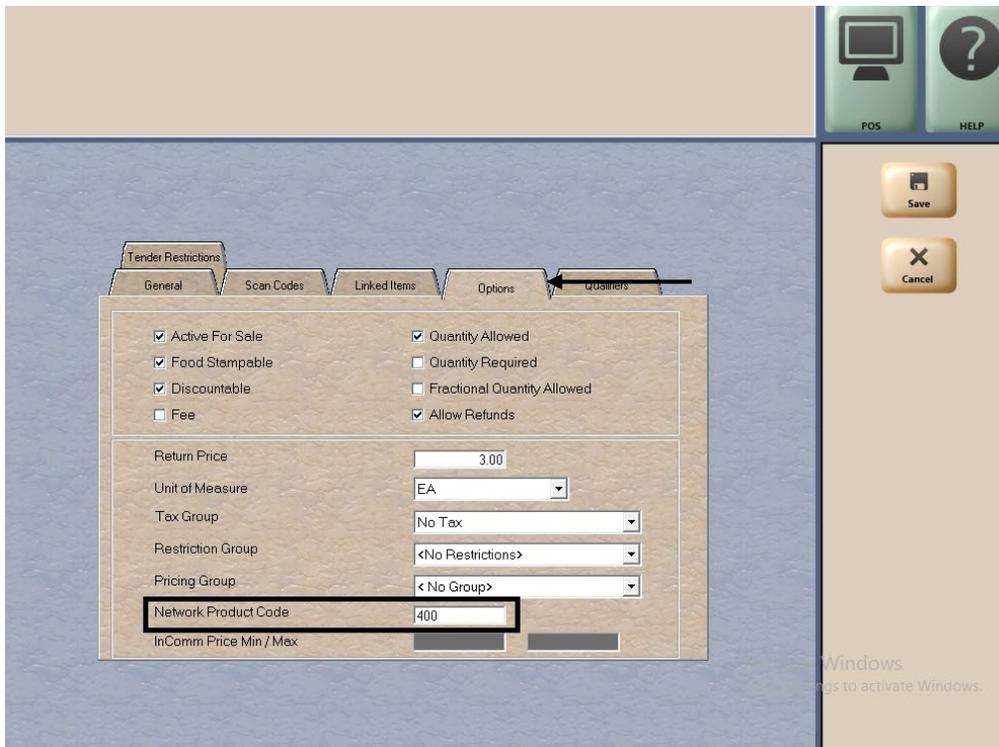


6. In the PLU/UPC add the items “UPC number”.
7. Enter “item name” in Description.
8. Select “GEN MERCH” in department field.
9. Add appropriate price where the radio button reads "This item sells for."

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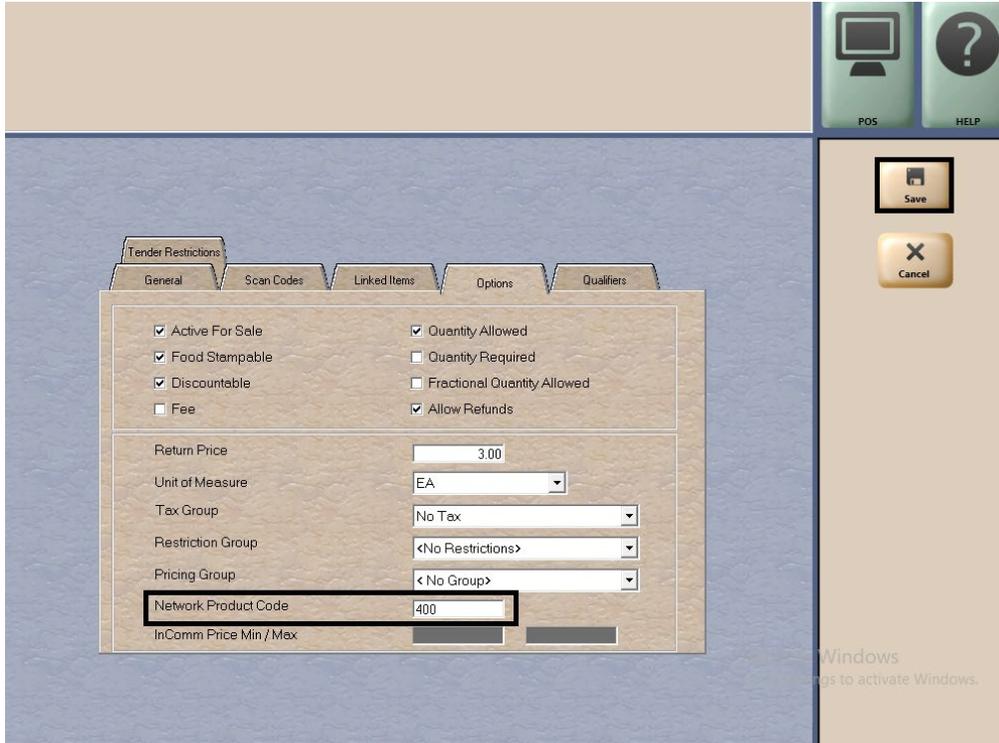


10. Select the "Options" tab at the top and make sure "Network Product Code" is 400 (found at the bottom)

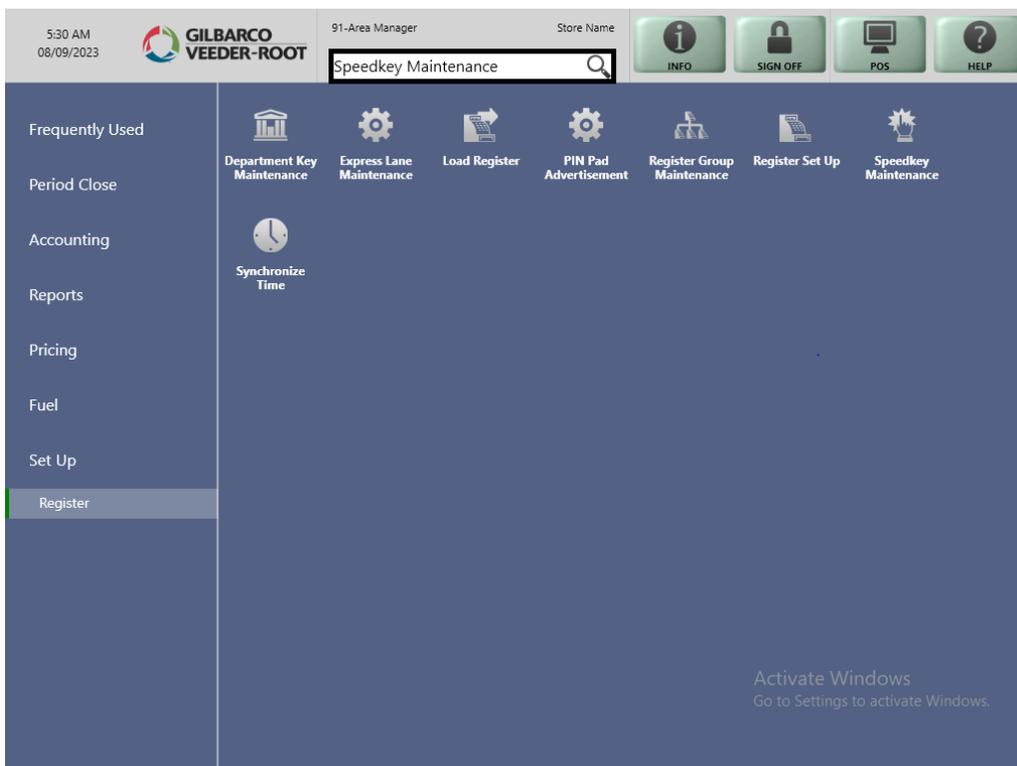


11. Once updated select "Save".

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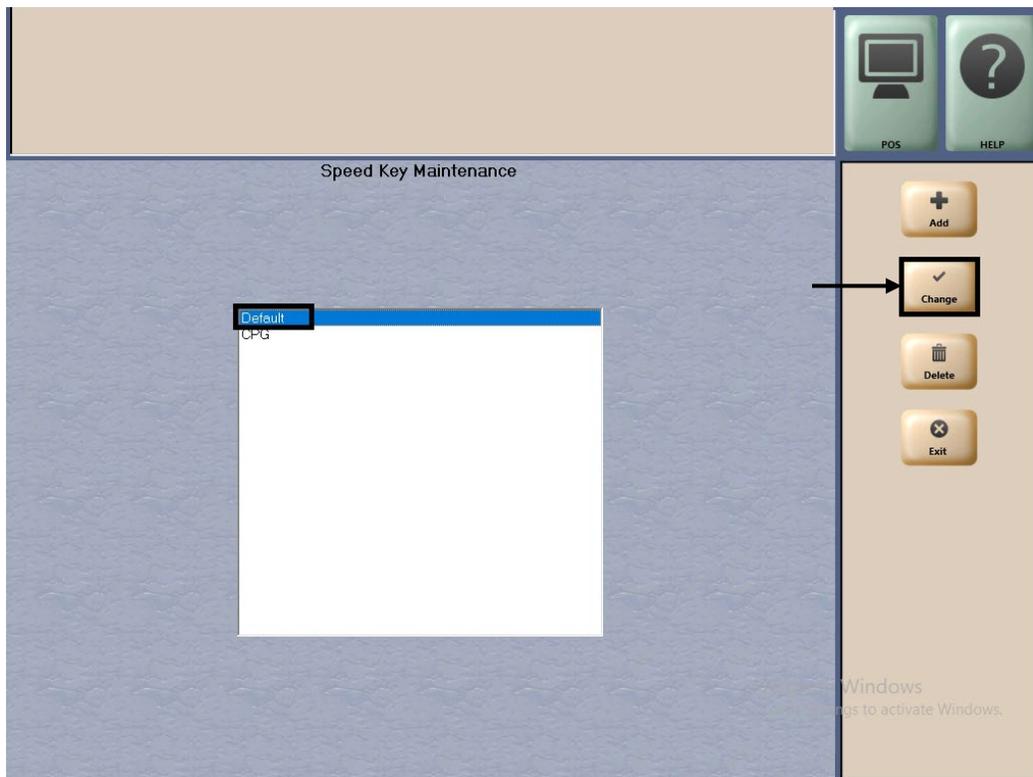


12. Now go back to manager Workstation Screen.
13. Search for “SpeedKey Maintenance”.



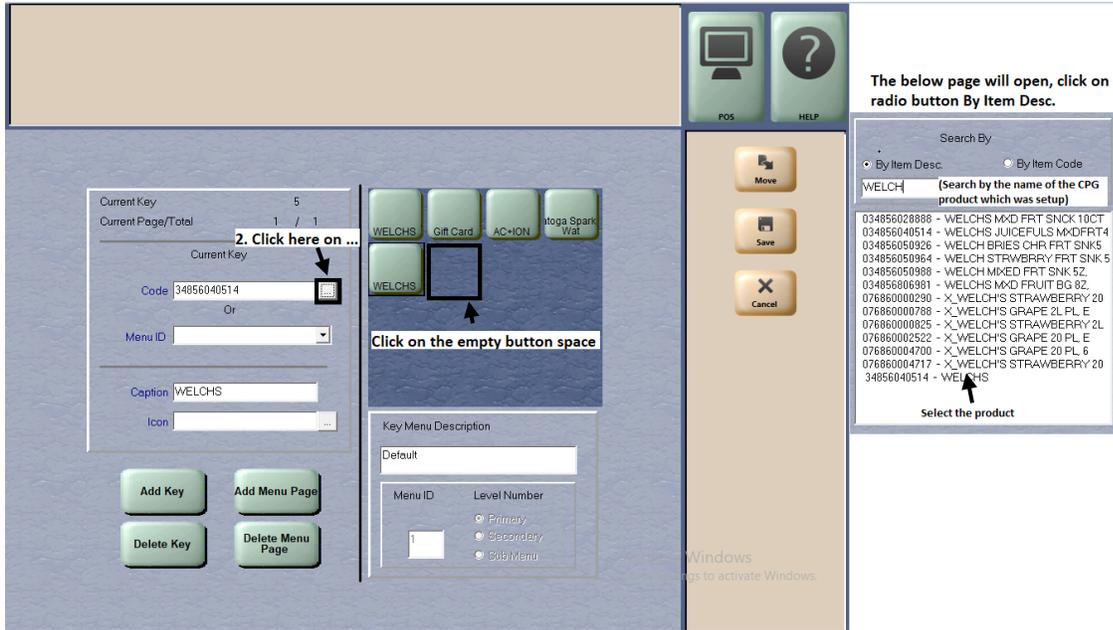
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14. Click on “Default” or the name you have it setup.
15. Then click on “Change”.

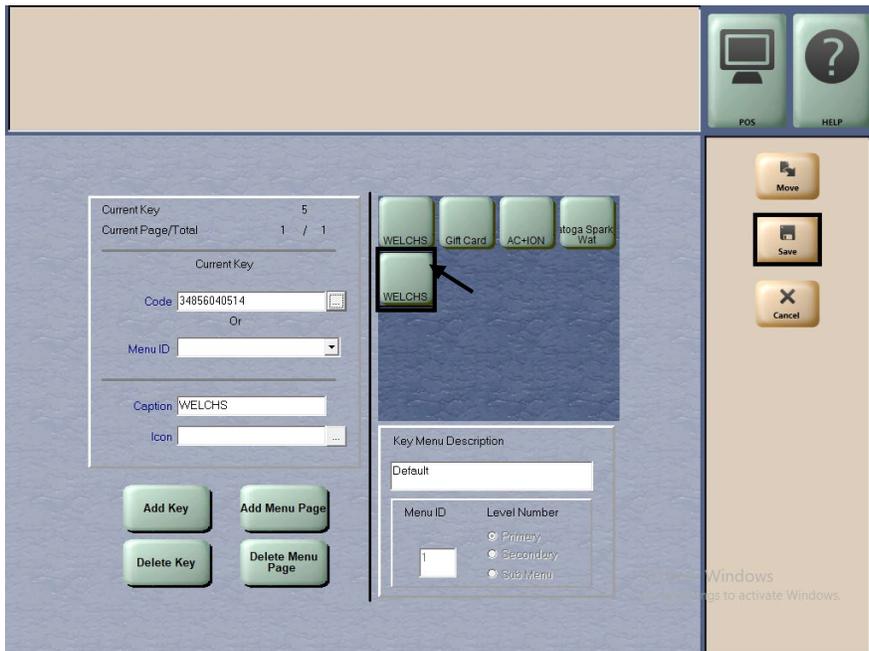


16. Click on the empty space for creating a button.
17. Click on the (...) on the left-hand side on the “Code” field.
18. This will re-direct you to the new page “Search By”.
19. Click on the radio button “By Item Desc”.
20. Enter the product name, which was setup in Step 6, 7, 8, 9. (press enter button on the keyboard).
21. The product list will appear.
22. Select the product which you want to create a button.

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23. The button should be created in the frame.
24. Click on Save.



25. The Button should be visible on the POS home screen.

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