

Frequently Sold Items

Introduction

Items can now be designated **Frequently Sold** so they can be easily sold at POS. There is a new button at POS that allows you to quickly bring these items up. These items are tracked on a vendor & vendor style number basis. Marking an item record as **Frequently Sold** will automatically update all item records of matching style. When selling at POS, items follow the first in, first out rule (i.e. oldest copy of item will be sold).

Designating an Item Frequently Sold

To mark an item as **Frequently Sold**:

1. Use **Item Find** to find and **Edit** the item record.
2. On the **General** tab, click the **POS Frequently Sold** Item checkbox.

The screenshot shows the 'ITEM5 - 001-150-05036' window with the 'General' tab selected. The 'POS Frequently Sold Item' checkbox is checked and highlighted with a red box. The window displays various fields for Vendor Info, Inventory, Pricing, and Earring Details.

3. Save your changes.
4. All items matching this vendor and vendor style will be automatically updated.

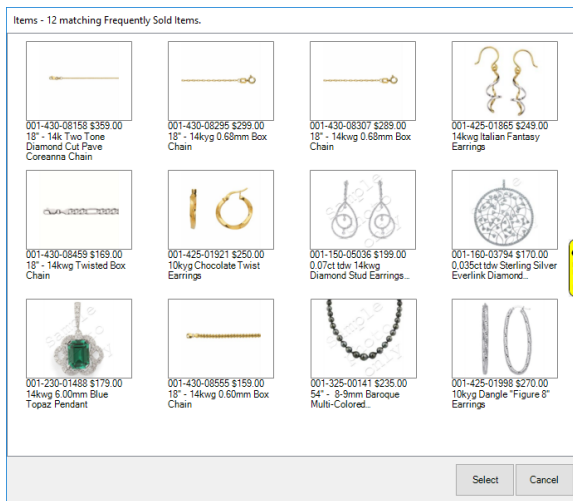
Selling at POS

To utilize this at POS:

1. Open **POS**.
2. Click **Sell Item**, then on the sale line click the **Find/New** button and select **Frequently Sold**.

The screenshot shows the POS interface with a sale line. A 'Find/New' button is clicked, opening a dropdown menu with the following options: 'Find Item', 'New Item', 'Frequently Sold', and 'Cancel'.

3. A window will appear showing all items designated **Frequently Sold**.



4. Though you may have multiple items in stock of the same style, the item will only appear once here. If selected, the oldest version of that item in stock will be sold.
5. **Select** the item you wish to sell and complete the sale normally.

Finding Frequently Sold Items

To bring up a list of all items marked **POS Frequently Sold**:

1. Click **Inventory > Items > Find** and click on the **Item Details** tab.
2. Click the **POS Frequently Sold Items** checkbox.

Find Items

General | Type & Status | **Item Details** | Stones | Scan Data | Options

Metal Type: [Dropdown]

Metal Color: [Dropdown]

Metal Finish: [Dropdown]

Sign Format: [Dropdown]

Item Style: [Dropdown]

Category ID: [Dropdown]

Vendor ID: [Dropdown]

Manufacturer: [Dropdown]

MM Width Min: [Text] Max: [Text]

Length Min: [Text] Max: [Text]

Size Min: [Text] Max: [Text]

Weight Min: [Text] Max: [Text]

Website Status
 Always Upload Never Upload

Jewelry Stock: Balancing Status
 Currently Uploaded Never Uploaded Not Uploaded

Date Uploaded: [Dropdown] All Dates

POS Frequently Sold Items

Presets... OK Cancel

3. Click **OK**. A list of matching items will appear.
4. If you have multiple item records for the same vendor and vendor style they will all show here.



NOTE: Changing the **POS Frequently Sold Item** checkbox on any item will automatically update all other records of matching vendor and vendor style.