

How to Change an Items Description

To change an items description, you will need to logon to the back office computer.

1. Select System Setup
2. Select PLU / Item Management
3. Select Items / PLU's
4. Click Find Record
5. Click Item Description
6. On the keyboard type in the description of the product that you are looking to rename
7. Select ← Enter
8. You will need to change the wording on the long desc, description, hotkey line 1 and hotkey line 2
9. From the drop down menu, select data
10. Then save record and Select yes
11. Select Exit until you close down the back office software

N.B. The tills downstairs will need to be restarted for the change to take effect.