Pricebook

Part One:

New Items

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Overview of Pricebook

Pricebook is the most important part of FasTrax Director. It is the place where all items, discounts, and vendor parts are created and managed.

This document will cover the basics of creating and managing items in the **Item Details** section of the Pricebook. It will cover pricing, assigning items to departments, and creating item links.

Adding a New Item

1. In **Director**, choose the **Pricebook** module.

2. This will take you to the **Item Details** section of the Pricebook.
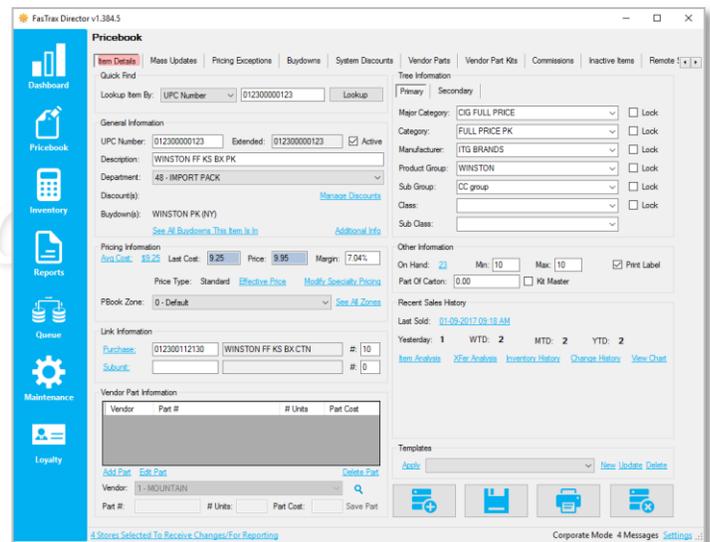
3. Choose the **Add** button.

   Alternatively, you can simply type the UPC of the new item in the **Lookup Item By** field in the **Quick Find** section and Press **Enter.** This will prompt you to create the new item.

4. Enter the UPC/PLU you wish to add, and press **Enter** (or click **OK**).
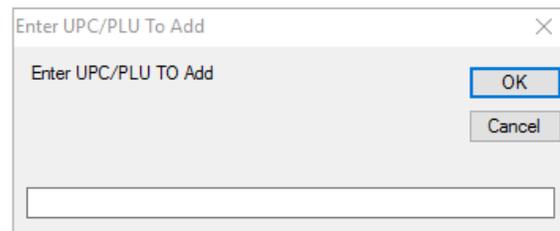
5. In the **General Information** section, add a **Description** for the item, and select a **Department** from the dropdown menu.

6. In the **Pricing Information** section, add a **Last Cost** and **Price** for the item.

After entering the **Last Cost**, you can enter a **Margin** rather than a **Price**, and the system will fill in the price accordingly.

7. Next, fill out any applicable **Tree Information** for the item.

Tree information is optional, and can be left blank if you prefer. However, the more thorough your tree information is, the easier it will be to update prices in **Mass Updates** later on.

8. Once all information is entered, click the **Save** button.

This section was just the basics of getting an item ready to sell. There is much more that can be added or changed in **Item Details** that will be covered in later sections.

Adding an Item Link to an Item

Item Links are used in FasTrax POS to create parent/child relationships between items. This allows a parent unit to be "broken down" into multiple child units for individual sale. These breakdowns will happen automatically at the POS any time the quantity on hand for the child unit falls below zero.

1. After logging into **Director**, choose the **Pricebook** module.

2. Within **Item Details**, use the **Quick Find** section in the top left to look up the item you wish to change.

   In this example, we will add the link to the **Parent Unit**. Doing so will automatically add a matching link to the **Child Unit.**

3. Look at the **Link Information** section, and enter the UPC and the **Link Quantity** of the **Child Unit** as shown.

   The **Link Quantity** is the number of child units that make up the parent unit. In this example, the child unit is a pack of cigarettes, and the parent is a carton. The Link Quantity is 10 because there are 10 packs in a carton of cigarettes.

4. Once finished, click the **Save** button to finish creating the link.

For assistance with configurations, please contact Technical Support at Support@FasTraxPOS.com