



Support Manual

iLabPOS – Quickstart Guide
Products, Product Categories, Brands and Suppliers

Version 2.0

November, 2020

1. Introduction

This guide will help you setup iLabPOS with all the products and services you sell and provide. Apart from creating the products, the manual will also guide you with creating suppliers, categories and brands.

In most Point of Sale systems, and iLabPOS is no exception, products can be split under several categories. For example, in a clothes shop each of your items will be part of a specific category, such as

Jeans
Skirts
Dresses
Accessories
etc...

Whilst not compulsory, separating your products in different categories can come in handy when issuing reports and statistics at the end of the year. Furthermore, if you intend to integrate your POS database with an online shop, then Brands and Categories are important. If your products are properly categorised, you will be able to know which area of your business is performing better than others.

If you are using iLabPOS with iTouch, categories shall also be used to facilitate finding a product with the touch screen.

Apart from separating products by category, you can also specify the brand for each product. This can also come in handy when reporting on sales figures.

Furthermore, iLabPOS provides you with a Supplier Database, and each product can be combined with a supplier, thus making re-ordering simpler. Again, whilst not compulsory, keeping a supplier database and attaching each product with a supplier has several advantages, such as re-ordering. It is not a problem if you purchase the same product from several suppliers, but you can attach the product to the first supplier of your choice.

Before proceeding with this manual, try and jot down on a piece of paper how you wish to categorise your stock. As a guideline, unless you're not sure, in a small shop you should not have more than 30 categories. If you deem necessary to have more, then do so.

PRODUCTS ARE SPLIT BY:

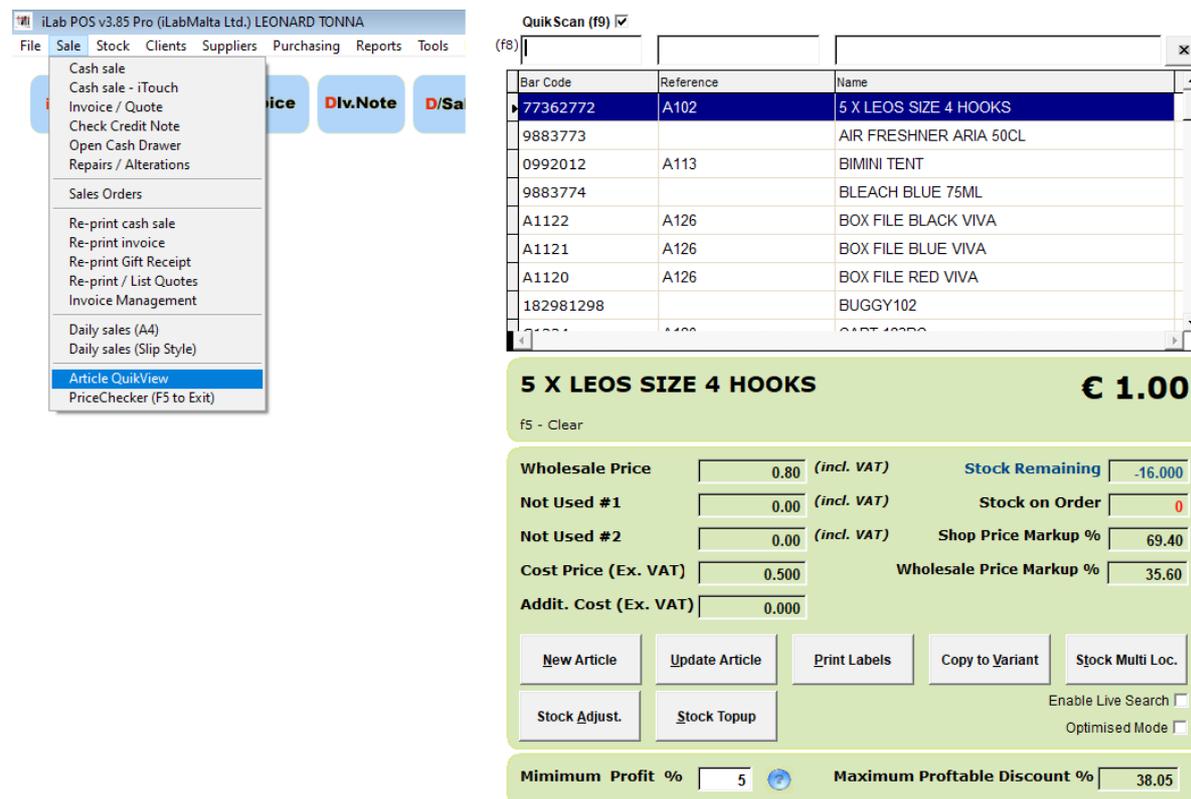
**CATEGORY
BRAND
SUPPLIER
VAT RATE**

1. How to Insert a new Product (Article)

Your main task before you can start selling is to build your product (article) list. Login iLabPOS with your 5 digit passcode.

Step 1

To add a new product (article), open the Article QuikView Screen from Sale >> Article QuikView



Bar Code	Reference	Name
77362772	A102	5 X LEOS SIZE 4 HOOKS
9883773		AIR FRESHNER ARIA 50CL
0992012	A113	BIMINI TENT
9883774		BLEACH BLUE 75ML
A1122	A126	BOX FILE BLACK VIVA
A1121	A126	BOX FILE BLUE VIVA
A1120	A126	BOX FILE RED VIVA
182981298		BUGGY102

5 X LEOS SIZE 4 HOOKS € 1.00

f5 - Clear

Wholesale Price	0.80 (incl. VAT)	Stock Remaining	-16.000
Not Used #1	0.00 (incl. VAT)	Stock on Order	0
Not Used #2	0.00 (incl. VAT)	Shop Price Markup %	69.40
Cost Price (Ex. VAT)	0.500	Wholesale Price Markup %	35.60
Addit. Cost (Ex. VAT)	0.000		

Enable Live Search
 Optimised Mode

Minimum Profit %
 Maximum Profitable Discount %

Step 2

Click on the button New Article. A screen to input the product details will appear. There are various details you can input for every article, but as a minimum you would normally input:

The Barcode (or a Unique Number / Code)

The Article Name (This is what is shown on the receipt)

The Category (For now you can choose the generic category, we shall see later on how to add new categories)

The Supplier (For now you can choose the generic supplier, we shall see later on how to add new suppliers)

The VAT rate

First selling price (iLabPOS can take up to 5 different selling prices for the more complex clients)

Important: before inputting the selling price, make sure you have specified the correct VAT Rate for the product. When inputting the selling price you have 2 boxes, excl. and incl. VAT. If you input the price in the Incl. VAT, the excl. is calculated automatically, and vice versa.

The screenshot shows the 'ARTICLE - DETAIL' form with the following data:

- Main Details:** Bar Code / Code: 9883775; Article Name: FIRE TIGER FISHING LURE; Full Name: FIRE TIGER FISHING LURE; Stock Category: 002 - FISHING; 1st Supplier: BREN-G LTD; Date Added: 30/10/2020.
- Comments and Options:** Article ref. code: (empty); Department (VAT%): F - FULL 18%; Brand: LEOS TACKLE; Last Sold: //; Discontinued: .
- eShop Configuration:** Shop Price: € excl. VAT: 13.983, € incl. VAT: 16.500 (99.76%); Wholesale Price: 0.000; Not Used #1: 0.000; Not Used #2: 0.000; Price #5: 0.000; Consumer Price (rrp): 0.000 € (incl. VAT).
- eShop Narrative:** Warranty Period: (empty); Re-order Point: -1.000; Re-order Qty: 0.000; Stock Qty: 6.000; Stock Units: SKU; Shelf: (empty); Color: (empty); Size: (empty); Loyalty Points: No Points (0.00); Non Stockable: ; Kit?: .
- New Article:** Always allow Price Change: ; Show on Sales Catalogue: ; Pallet QTY: 0.000; Case QTY: 0.000; No QuikScan: ; Last Expiry Date: //; iTouch Direct: N/A; Kitchen: N/A.

Beside the details described above, you can also input the following details for each product, if applicable to you:

The Stock Qty (Current quantity in stock)

The Cost Price, excl. VAT (You will see the profit markup next to each price once you specify the cost)

Article Reference Code (Some products might have a barcode, and also a separate reference code)

The Consumer Price (RRP – which is used for wholesale invoices, or to show your customers what savings they are getting when comparing the selling price with the RRP)

The Warranty (Specify the period, example "1 year" or "2 Years")

Re-Order Point (This is the minimum quantity you wish to have until re-ordering)

Re-Order Qty (This is how much you normally re-order when in low stock)

Non-Stockable – Tick for services, such as labour

Discontinued – Tick for products which you do not have in stock, and which you do not intend to sell again in the future.

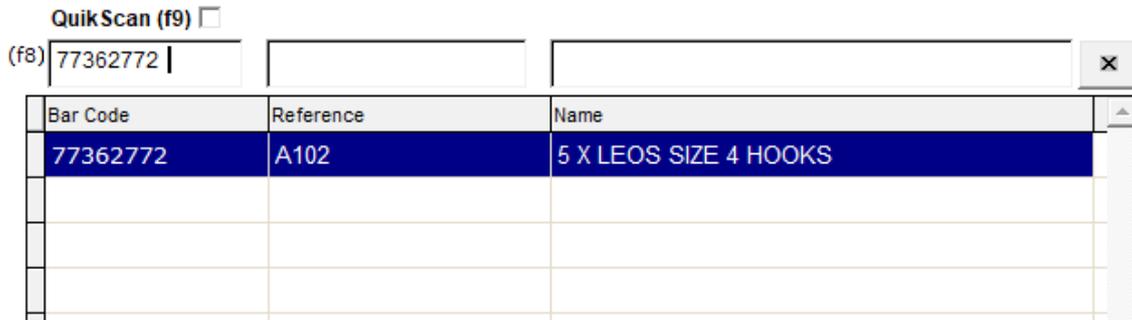
Other details, such as kits and Loyalty Points we shall not be touching here.

Step 3 Once ready, press the  save button.

2. How to Update a Product and the Stock Quantity (Article)

Step 1

In the Article QuikView, highlight the product you wish to modify. Once you have several products inputted, you can search by barcode, reference code or description (Press enter after typing). Once highlighted, click on "Update Article".

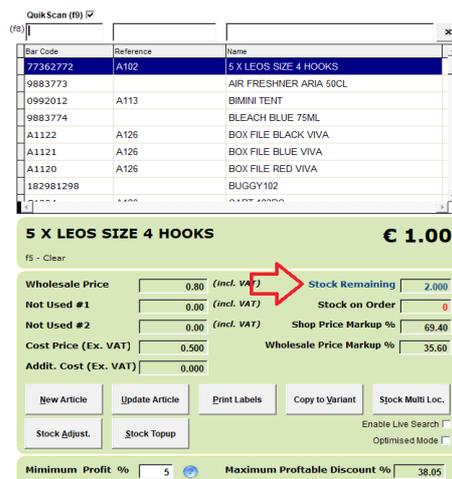


Step 2 Make the necessary changes and press the  save button.

Note: When updating an article, you are no longer allowed to modify the Stock Quantity field. Use the "Stock Topup" button to topup the stock quantity (Add to the current quantity). You can also override the current stock quantity when using the "Stock Adjustment" button.



The current stock quantity, together with other details are immediately visible in the bottom panel when scrolling through products.



When "Optimised Mode" is switched on, the stock quantity is not shown. This can be used when using iLabPOS on a slow network and you need to speed up your work.

Every stock topup or adjustment you make is recorded as a separate transaction on the product.

3. The Article QuikView Module

There are 2 modules in iLabPOS to manage products. The easy one we used in the previous sections, called the Article QuikView and a similar but more extensive one called the "Articles" module. By this stage you should already have accustomed yourself to the Article QuikView Module. We shall explore a few more features in this module.

If on the Article QuikView you cannot see two buttons at the bottom, "NEW ARTICLE" & "UPDATE ARTICLE", then close the screen from the top right button, go to "FILE" >> "PREFERENCES", and un-tick the CheckBox "Hide Second Tab in Article QuikView".

QuikScan

The QuikScan tick box at the top should be ticked if you are using a barcode scanner. You should be able to switch between products easily by just scanning barcodes, ie, without any interaction with the PC.

Printing Barcode Labels and Shelf Display Tags

You can print barcode labels or shelf display tags for your products by clicking on the "Print Labels" button. Shelf Display tags can be printed on Receipt Printers, whilst for barcode labels you will need a label printer. iLabPOS is mostly equipped to print on DYMO Label printers, however it can also work with other brands. To print barcode labels you need to install 3 fonts available in the fonts folder of your iLabPOS Installation.

Copy to Variant

Sometimes you have several products, such as T-Shirts, which come in various colours and sizes. You can copy and paste a product to a new product using this feature, which also leaves you with the chance to make any necessary minor modifications before saving.

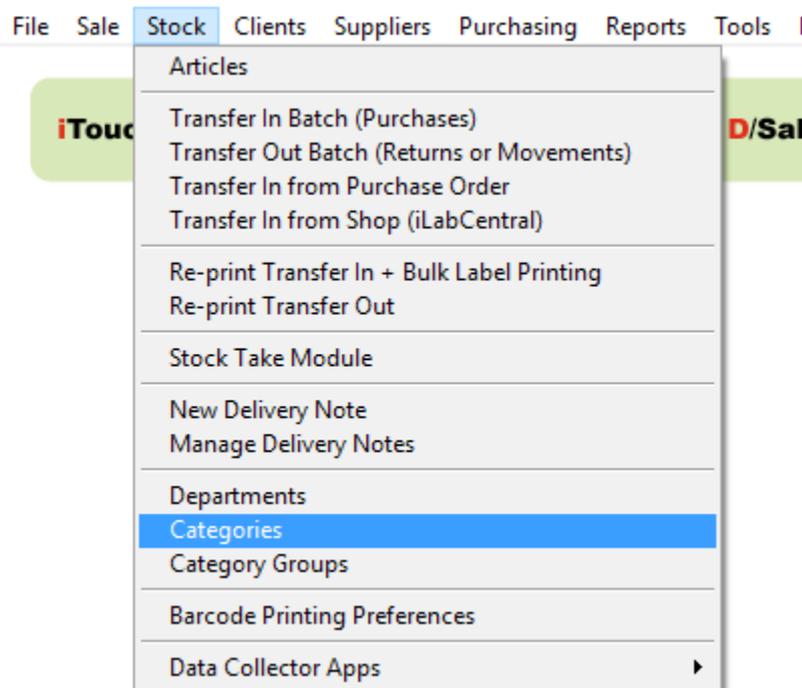
Live Search

When ticked, products will immediately start filtering while typing in the search criteria at the top. If un-ticked, you will need to press enter after typing in the search criteria. Un-ticking live search will help on slow networks and very large databases.

4. How to Insert a new Category

If you do not wish to categorise your stock then you can skip this section.

Step 1 To add a new category, go to STOCK >> CATEGORIES and click on the  add icon in the toolbar.



User: LEO Terminal: Mosta

ARTICLE CATEGORIES

Category Code Category Name

Category Code	Category Name	Category Group	iTouch	Published
000	GENERIC	001 - SERVICES	No	No
001	SOFTWARE DEVELOPMENT	001 - SERVICES	Visible	No

Step 2 Fill in the new category details as explained below:

- **Category Code** - This is a code you can specify yourself. You can either use a numbering system such as 001, 002, 003 etc.... Alternatively you can use a letter acronym (up to 10 characters), such as FOOD, DRINK etc...
- **Category Name** - This is a short description of your category.

- **Category Group** - Here choose under which category group this category falls. Normally you will choose products. (Advanced users can add further group categories under category groups.)
- **Visible in iTouch** – Tick this checkbox if you wish to include a shortcut for products in this category under iTouch. Skip this step if not sure yet.



User: LEO **ARTICLE CATEGORY - DETAIL** Terminal: MOSTA-SHOP

Category Code:

Category Name:

Category Group:

Visible in iTouch:

Please note that you should not use long category names when using iTouch. The suggested length is 9 characters. If you want the category to appear in iTouch you need to tick the "Visible in iTouch" tick box.

Step 3 Press the  save button. Your new category is now saved.

TIP 1 - if you are using iLabPOS on a touch screen with iTouch

Certain categories can be made visible on the iTouch module so that products in the category can be chosen using the touch screen. Products which have a barcode do not need to fall in a category visible on iTouch as scanning these products will be enough to sell them. However with certain products without a barcode, such as bread or pastries in a confectioner, or snacks and food in a take away, you will be using the touch screen to select these products. Hence create a category, such as Bread, and tick the "Visible in iTouch" checkbox. Then once you categorise products under bread, you will be able to choose these products using the touch screen making sales faster and easier.

When using iTouch, categories are sorted alphabetically using the code. Use 001, 002, 003 for category codes, using 001 for the first one you want to see, 002 for the next, and so on for the rest.

Ignore the "Publish on Web Shop" field and all the fields under it. These are applicable only if you have an online shop integrated with iLabPOS.

TIP 2 – Attaching a Picture

You can attach pictures with your category so that it will appear in the iTouch Module. Highlight the category and click on the "Pictures" button.

Each stock item can be classified under a particular supplier if you wish. Although not compulsory, you can build a list of your suppliers before you start entering your stock items. Alternatively the system comes with one generic supplier and you can classify all your stock with it.

Step 1 To insert a supplier press on Supplier >> Suppliers (Or click on the Suppliers Quick Button from the main screen).

Step 2 Press the add  button

Step 3 For each supplier you need to enter search reference name, the supplier name and choose the supplier family (i.e. local, EU and non EU suppliers). You can also specify other details such as address etc.

Step 4 Press the  save button.

5. Modify Supplier Details

If you do not wish to set suppliers for your products then you can skip this section.

If you need to modify an existing supplier, in the main supplier screen where you see a list of all suppliers, locate and highlight, or search for the supplier by entering the supplier name and press the  refresh button. Then click on the supplier you need to modify and press the  properties button. Make the necessary changes and press the  save button.

6. How to Insert a Brand

If you do not wish to specify the brands for your products then you can skip this section.

You can set the brand for each product you sell. This can come in handy when issuing financial reports by brand, and can also have other uses.

Step 1 To insert a brand press on Stock >> Brands

Step 2 Press the add  button

Step 3 Type in the Brand Name

Step 4 Press the  save button.

7. Barcoded Prices

This chapter mostly applies to Grocery Stores and confectioners.

You might be selling pre-packed items, such as ham, cheeses & meat, where the price of each packet varies due to different weight. However you might notice that the barcode itself includes the price.

iLabPOS can automatically read the price when you scan the barcode, however you need to pre-set it.

Lets say, for example, you have a pre-packed packet of Ham with the following barcode:

270312003996

The price of the packet in this case is EUR3.99

The first 6 digits will indicate that this is Ham, the last digit is thrown away, whilst the digits 00399 are the price.

So, when creating a stock item, you need to:

1. Type in 270312 as the Barcode (You should always use the first 6 digits of your barcode)
2. Tick the checkbox "Price in Barcode" and choose "2" Decimal Places
3. Complete the remaining fields (Article Name, Category, VAT Rate, Supplier)

The screenshot shows the 'ARTICLE - DETAIL' form in iLabPOS. The user is 'ADM' and the terminal is 'Shop'. The form contains the following fields and values:

- Bar Code / Code: 270312
- Kit?:
- Article ref. code: [empty]
- Article Name: PREPACKED HAM SLICES (Note: For optimum use with i-Touch, use a space after every 13 chars)
- Full Description: PREPACKED HAM SLICES
- Stock Category: 002 - FOOD
- Department (VAT%): E - EXEMPT
- 1st Supplier: MIZZI
- Brand: NOT SPECIFIED
- Date Added: 06/02/2016
- Stock Qty: 0
- Last Sold: / /
- Discontinued:

Below these fields is a pricing table:

	Excl. VAT	Incl. VAT	
Selling Price #1	0.000	0.000	€
Selling Price #2	0.000	0.000	€
Selling Price #3	0.000	0.000	€
Selling Price #4	0.000	0.000	€
Consumer Price (rnp)	0.000	€ (incl. VAT)	

Additional options on the right side of the form:

- Used for weight articles: (Click help for more info.)
- Price in Barcode:
- Decimals: 2
- Warranty Text: [empty]
- Re-order Point: 0
- Re-order Qty: 0

Now test the item you have by scanning the barcode in the Cash Sale or iTouch modules. If the price is not correctly interpreted, try switching to 3 decimal places. The decimal places counter depends on the standard used by your pre-packed supplier.

8. The Articles Screen

This module is similar to the QuikView module, however provides far more functionality. Open it from "Stock" >> "Articles" or from the large icon on the main screen.



Below is a screenshot of how the Articles Module looks like.

User: ADM Terminal: Motsa HQ

ARTICLES

Search Criteria

Articles: 69 Exclude Non-Stockable Low Stock not Set Low Stock Auto Locate on New Hide Discontinued

Bar Code	Article Name	Ref. Code	Supplier	Category	Department	Price	Stock
77362772	5 X LEOS SIZE 4 HOOKS	A102	LEOS TACKLE	FISHING	FULL 18%	1.00	LEOS TACKLE
9883773	AIR FRESHNER ARIA 50CL		BOATENG SUPPLIES	DETERGENTS	FULL 18%	1.90	NOT SPECIFIED
0992012	BIMINI TENT	A113	BREN-G LTD	GENERIC CATEGORY	FULL 18%	141.60	LEOS TACKLE
9883774	BLEACH BLUE 75ML		BREN-G LTD	DETERGENTS	FULL 18%	1.50	NOT SPECIFIED
A1122	BOX FILE BLACK VIVA	A126	HATCHENG BILL	BOX FILES	REDUCED 5%	2.80	VIVA SOFTWARE
A1121	BOX FILE BLUE VIVA	A126	HATCHENG BILL	BOX FILES	REDUCED 5%	2.80	VIVA SOFTWARE
A1120	BOX FILE RED VIVA	A126	HATCHENG BILL	BOX FILES	REDUCED 5%	2.80	VIVA SOFTWARE

After updating or adding a new article, click on refresh to refresh this list. Default Style Web Shop Style QTY In Stock: 2.000

Result Grid

To search for a product or several products together, type in the search criteria and click on the refresh button at the top. You can input a combination of criteria, example, all products from a particular brand which you normally buy from a specific supplier. When clicking on the red cross next to the refresh button, all search criteria are reset.

To add a new product from this module, click on the add button

To update a product, click on the properties button

In this screen you can also view discontinued items by un-ticking the "Hide Discontinued" tick box at the right side.

The screenshot shows a search interface with the following elements:

- Search range: between -1.00 and -1.00
- Search type: *** ALL ***
- Filters: Auto Locate on New and Hide Discontinued
- Table of results:

	Department (Tax Rate)	Price #1	Brand	
	FULL 18%	1.00	LEOS TACKLE	\$
	FULL 18%	1.90	NOT SPECIFIED	
EGORY	FULL 18%	141.60	LEOS TACKLE	\$
	FULL 18%	1.50	NOT SPECIFIED	