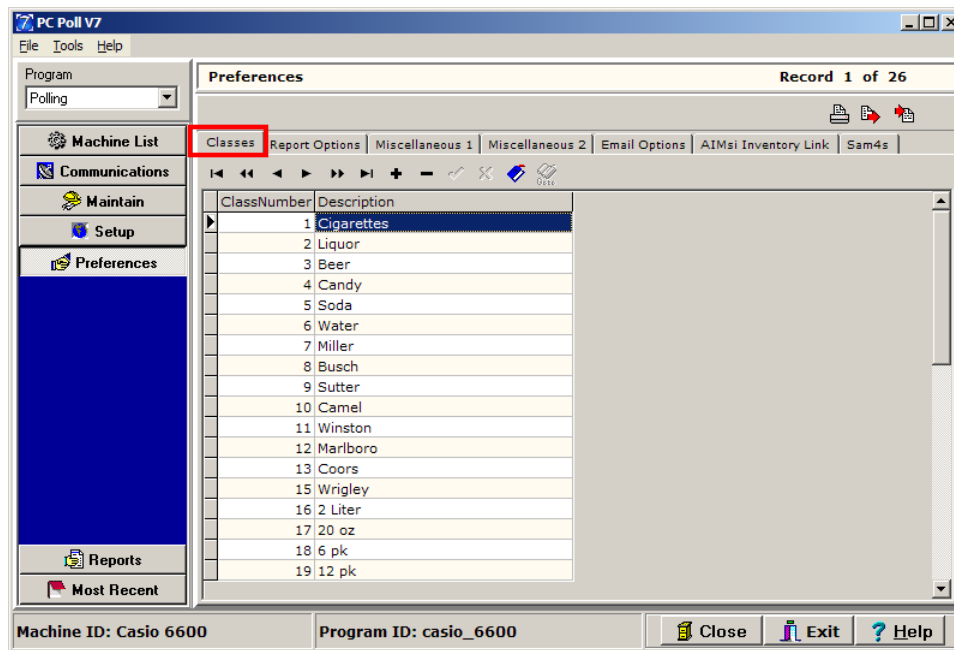
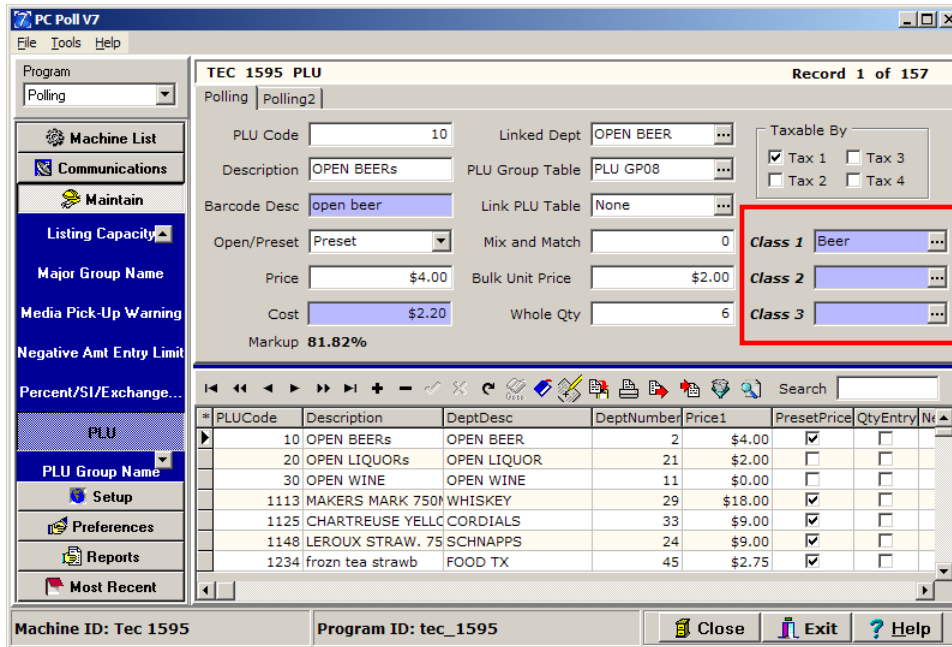


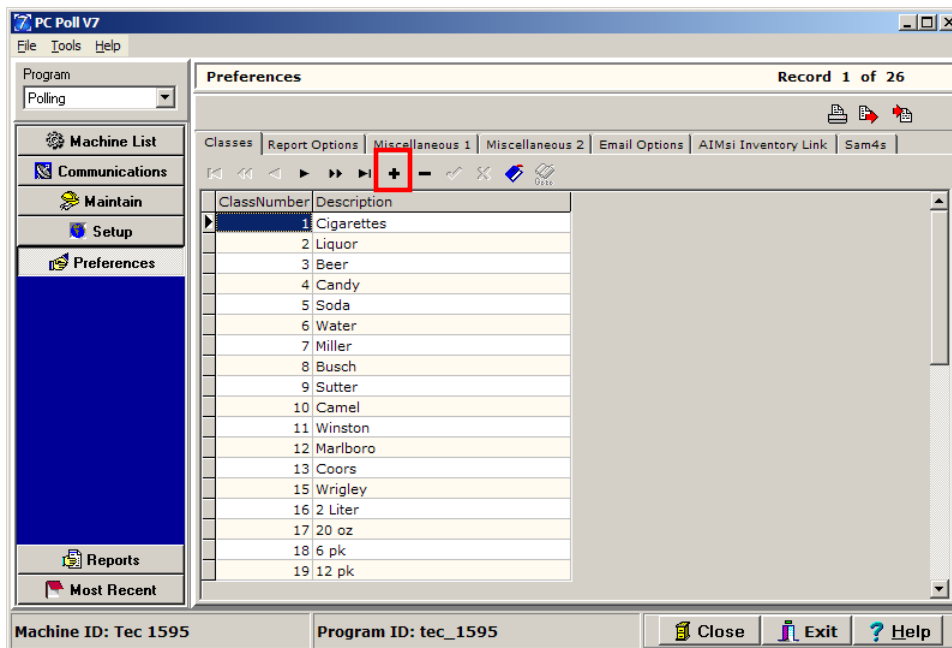
Class Setup



The **Classes** tab within Preferences allows customers to create user defined classes to be used within the PLU/UPC/Template PLU maintenance areas. These classes can be used for filtering, sorting, updating and reporting on PLU/UPC/Template PLU data. Classes allow the user to incorporate additional groupings of items other than the Department and Group programs. Users will then be able to quickly and easily filter and select items, from within the PLU list, by classes.

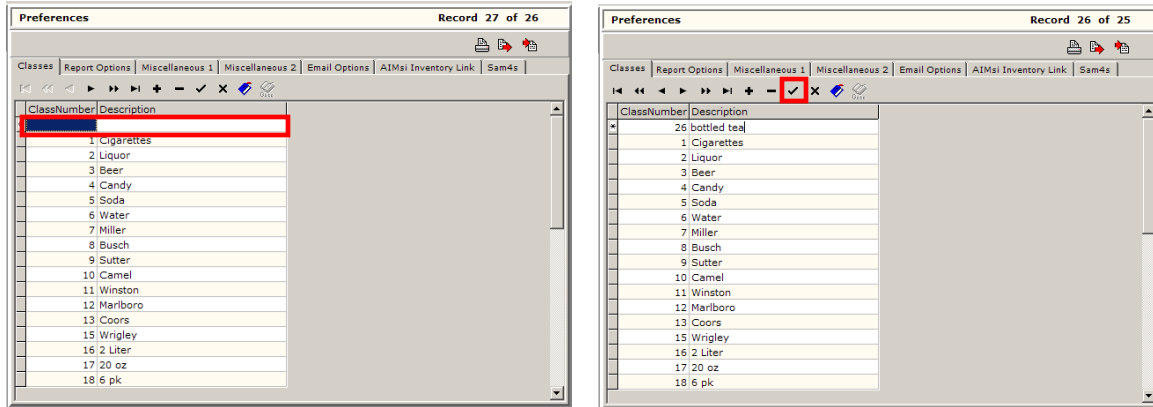



This feature can then be utilized to make changes to an entire class or to have a PLU sale on all the items within a class in a more efficient manner. Up to 3 Classes can be setup per item. Examples of Classes are Beer, Soda, Vendor Name, and Manufacturer. The user can set up and maintain their classes by selecting a class in the grid listing and utilizing the toolbar functions. To read an overview of the toolbar buttons and how they work, see the Help File topic: **Toolbar**.



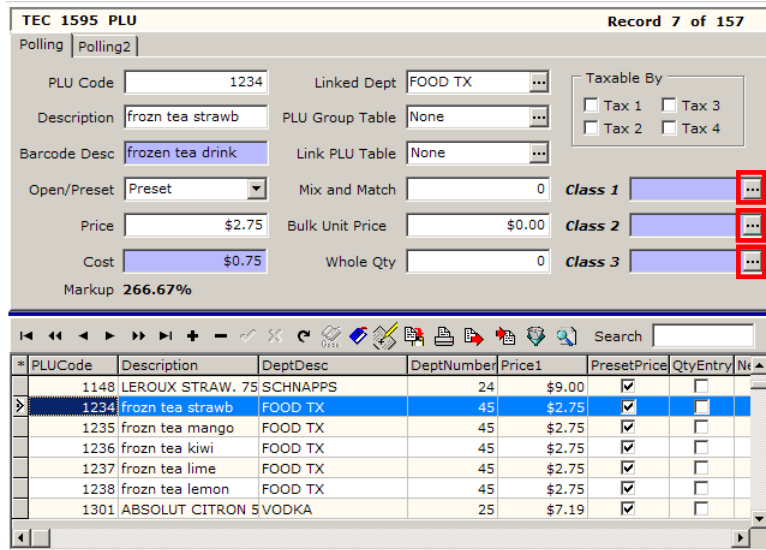
1. To create Classes within the Preferences Area. Go to **Preferences** on the left menu.


- On the **Classes** tab, click on the **Insert new record**  button on the toolbar to add a new record.

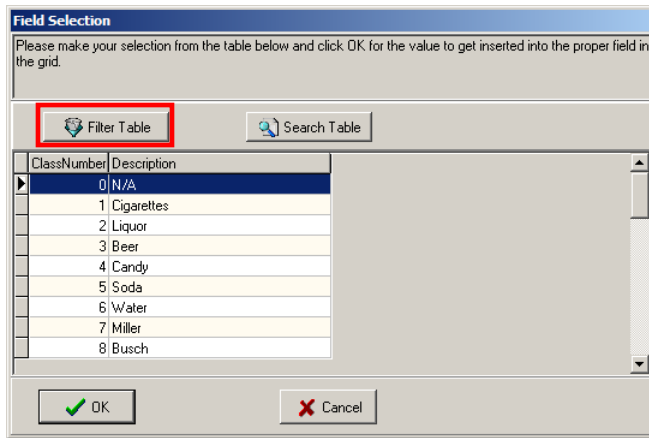


- Type in the **Class Number** and the **Description** in the blank record that is added as on the left above. When done, click the **Post changes of current record**  button when done to save the new record.

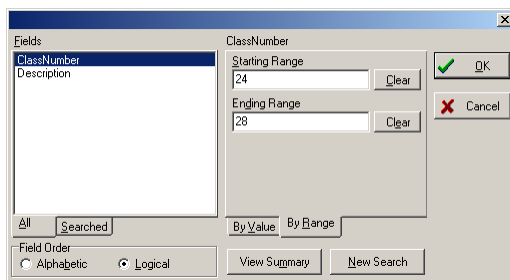
Linking Items to Classes



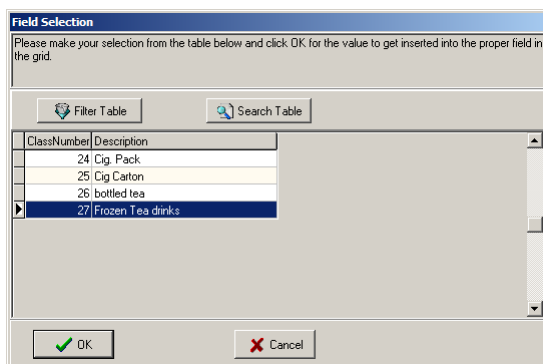
- Link items to Classes within the PLU area. To link the PLU 1245 frozn tea strawberry (a frozen strawberry tea drink) to a Class, highlight the item and click the  button next to the Class 1, Class 2, or Class 3 to select a class.



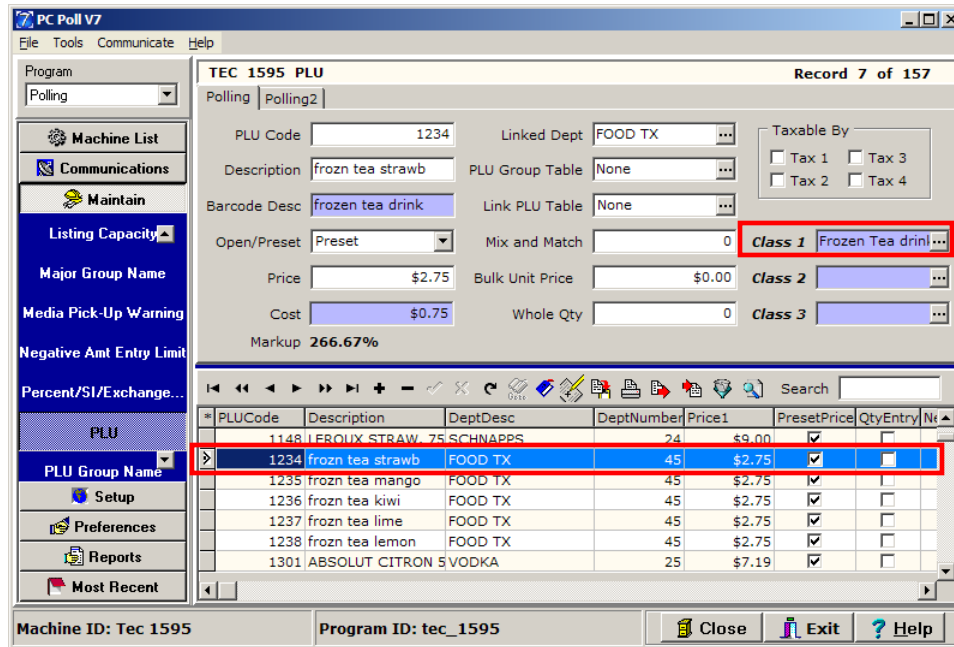
- Once the Classes are setup, the user can filter, sort, mass update, and run reports by Class.
- Click the **Filter Table** button, in the red box above, to find in this example, a frozen strawberry tea drink by Class Number.



- Enter the **Start** and **End Range** to search by Class Number or click on **Description** in the Fields area to filter by description instead of class. Click **OK**.



- The results appear above. The class for frozen tea drinks shows as 27. Click on the selected line and click **OK**.



- Class 1 for PLU Code 1234 frozen tea strawberry is now set as Frozen Tea drinks. Class 2 could be setup for a drink size for example and Class 3 for the vendor or manufacturer of the product.