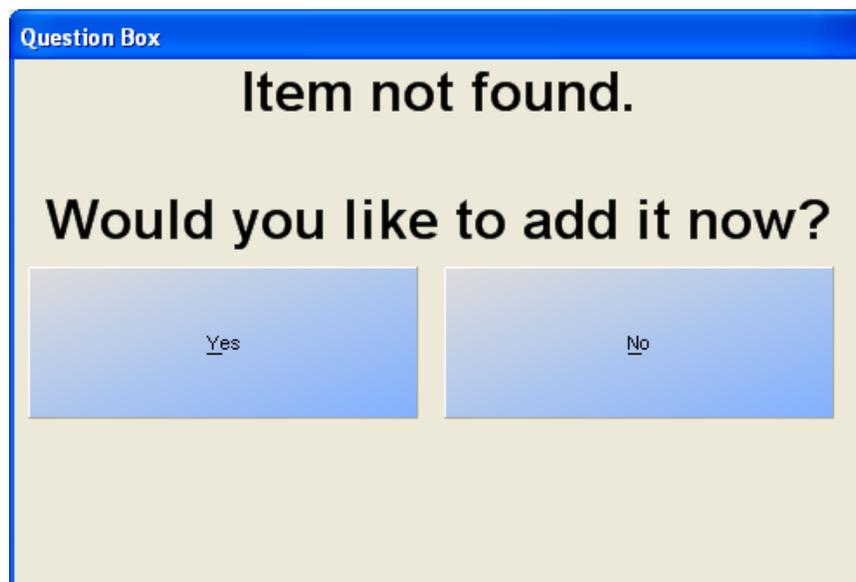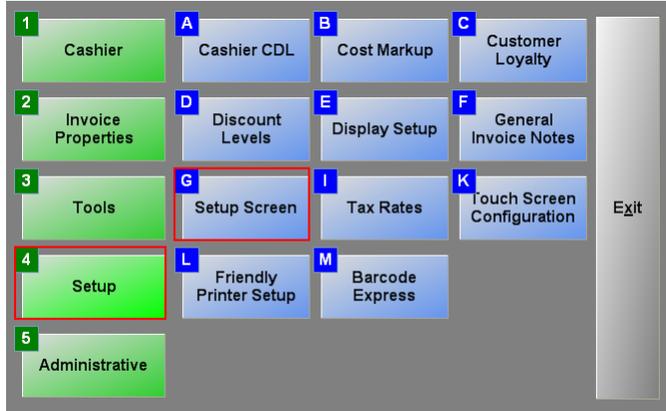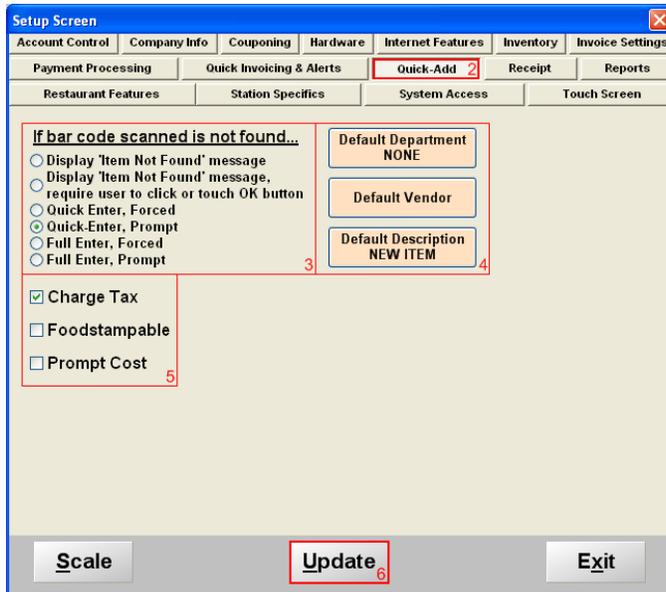# Quick Add

Quick Add is a feature which enables the creation of inventory items on an as-needed basis. When an item's bar code is scanned and that item is not in inventory, Quick Add can prompt the cashier for details about the item and add it to inventory before adding it to the invoice.

Configuring Quick Add

When an item is scanned but not found in inventory, numerous actions can be taken. To pick an action, select **Manager** from the login screen, provide the requested credentials, and follow these steps.
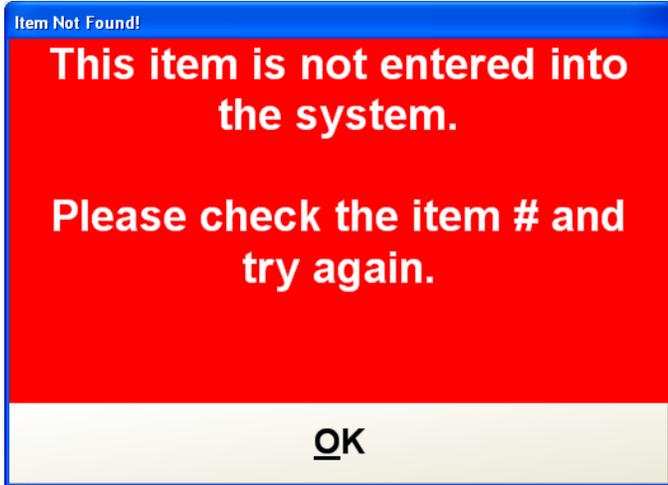
	1. Select **Setup** and then **Setup Screen**.
	2. Select the **Quick Add** tab. 3. Select an action for when an unrecognized barcode is scanned. • See the next section for a description of each action. 4. Select a default department, vendor, and description for when the cashier is prompted for item details. • This is especially useful in the case of Quick Enter. 5. Decide whether or not the item is taxed, food stamps can be used to purchase it, and the cashier should be prompted for the cost of the item. 6. Select **Update**.

Quick Add actions

Below you will find a description of each Quick Add action.

Item Not Found! This item is not entered into the system. Please check the item # and try again. **OK**	If **Display 'Item Not Found' message** was selected in step 3 of the above section, the cashier will be notified that the item could not be found.
Item not found! Item not found. Please click OK to continue. OK Cancel	If **Display 'Item Not Found' message, require user to click or touch OK button** was selected, the cashier will be notified that the item could not be found and must select **OK** or **Cancel**.
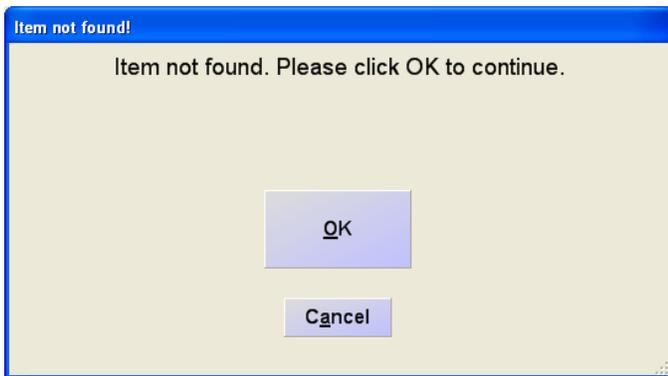
Quick Add ## ADD NEW ITEM New Item # 4878521395693 Enter Description of Item NEW ITEM [Keyboard] Selling price: $0.00 [Keyboard] Charge Tax? ☑ Tax **1** ☐ Tax **2** ☐ Tax **3** Other Options ☐ **Foodstampable** 🚫 Cancel **Add Item**	If **Quick Enter, Forced** was selected, the cashier will be asked for the item's description, its selling price, the taxes that should be applied to it, and whether it can be purchased using food stamps.
Question Box ## Item not found. ## Would you like to add it now? [Yes] [No]	If **Quick-Enter, Prompt** was selected, the cashier will be asked whether or not to add the item. If **Yes** is selected, it will be as if **Quick Enter, Forced** was selected.

If **Full Enter, Forced** was selected, the cashier will be given the opportunity to add the item to inventory as if they had gone into Inventory Maintenance.

If **Full Enter, Prompt** was selected, the cashier will be asked whether or not to add the item. If **Yes** is selected, it will be as if **Full Enter, Forced** was selected.

Testing your Quick Add settings

To test your Quick Add settings, simple scan a barcode that is not already associated with an item in your inventory. If the cashier is prompted for the item's information and provides it, the item will be added to the invoice immediately after.