RekordPOS | Quick guide

Organise what you sell.

Categories, brands, units, models and variations.

These lists sit behind the product form. Set them up once and adding a product becomes picking from a list. They also power the filters on the till and the best sellers on your dashboard.

IN THIS GUIDE

1. **Categories**
   Groups such as Beverages or Stationery
2. **Brands and models**
   Who makes it, and which version
3. **Units**
   How you count it: pieces, boxes, kilograms
4. **Variations**
   Sizes, colours and other choices

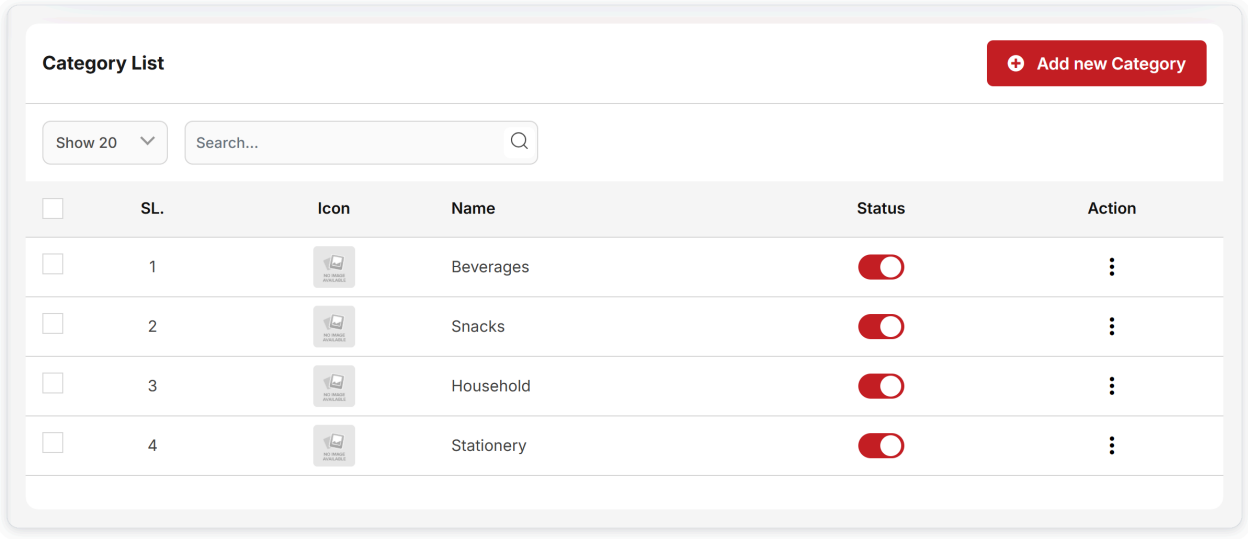
WHERE
Products menu

TIME
A few minutes

TIP
Keep the names short

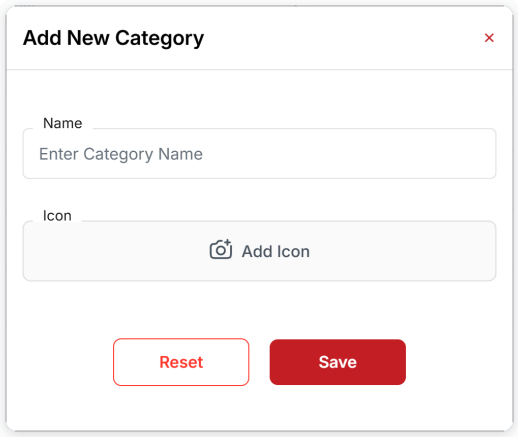
1 Categories

Open **Products**, then **Category**. Press **Add new Category**, type a name such as Beverages and press **Save**. You can add a small picture as the icon. The status switch hides a category without deleting it, so old products keep their grouping.



Your categories

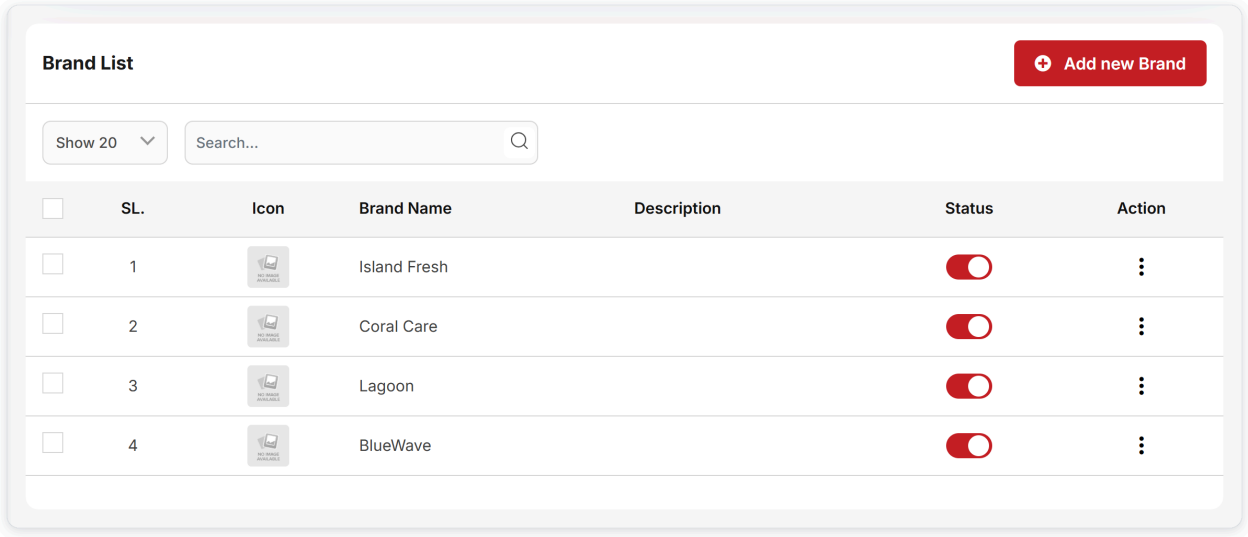
2 The Add New Category box



A name and an optional icon

3 Brands

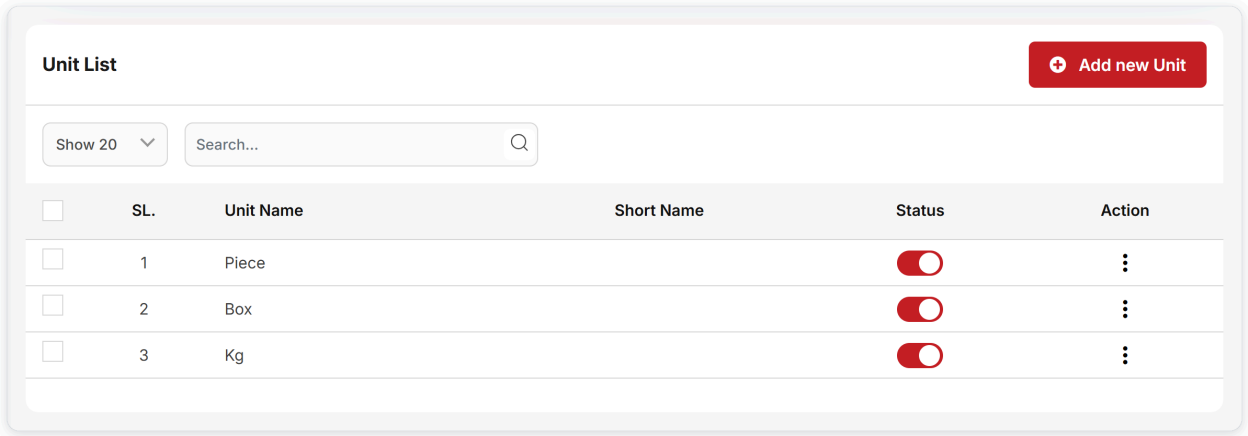
Open **Brand** to list who makes what you sell. The box asks for the **brand name**, an optional **icon** and a short **description**. A brand is optional on a product, but it lets you filter the till by brand and see which brands sell best.



Brands, with their status switches

4 Units

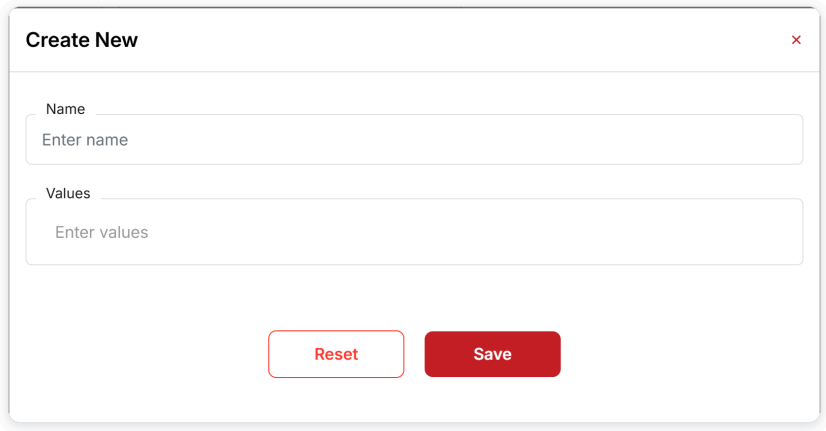
A unit says how a product is counted. Your list might hold Piece, Box and Kg, and you can add your own such as Pack or Litre. Each has a **short name**, such as pcs or kg. Tick **Allow decimal quantity** for things you sell by weight or volume, so you can sell 1.5 kg.



Units. Each product is counted in one of these.

5 Models and variations

Model is for products that come in versions, such as a phone model. **Variation** is for choices on one product, such as Size with the values Small, Medium and Large. Press **Add new**, give the variation a name, then type its values. Choose the variation when you add a product that comes in those choices.



A variation has a name and a list of values

6 A tidy catalogue

One name for one thing

Use Beverages, not Drinks in one place and Beverage in another. Reports group by the exact name.

Not too many categories

Five to fifteen is easy to use. Dozens make the till harder, not easier.

Switch off, do not delete

Turn off the status switch for anything you no longer use. Past sales keep their history.

Decimals only where needed

Allow decimals for weight and volume, not for items you count one by one.