

# Creating PLUs



PowerEPOS provides a range of settings to customise how products are organised and displayed in your POS. PLU (Price Look Up) numbers are the codes that POS systems use to identify information components such as products and instructions.

When a new product or instruction is added, a PLU number is allocated, and other settings configured such as printers and groups. In this guide, you will learn how to manually add PLUs, and configure settings to control how PLUs behave.

**Learning areas:**

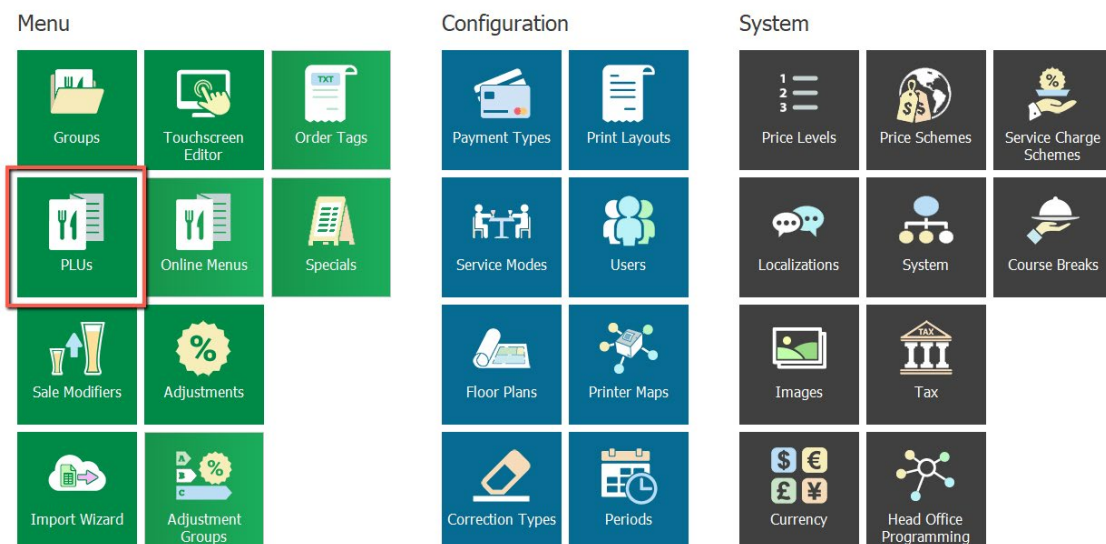
- Add a PLU and configure settings
- Publish PLU

**Before you begin:**

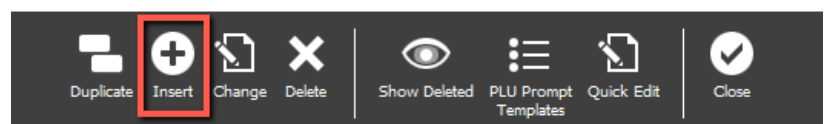
Ensure you have access to the PowerEPOS back office, and you have the necessary permissions to make changes to **PLUs**.

## 1. Add a PLU

1. From the PowerEPOS Management screen, open PLUs.



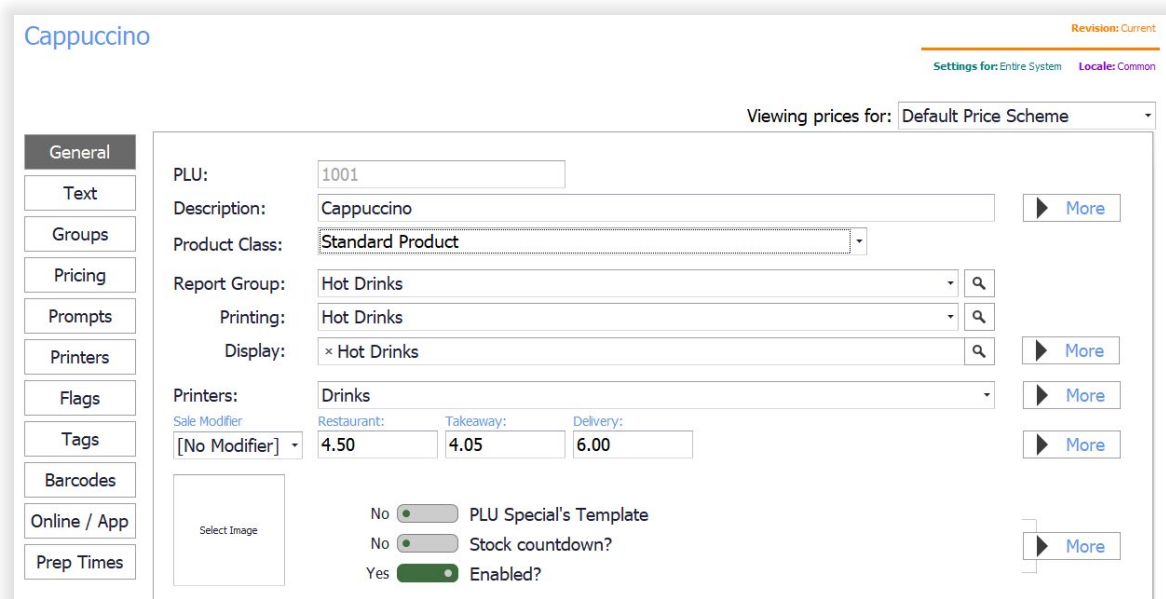
2. Then, select **Insert** from the toolbar.



### 3. Next, we configure our PLU.

- **PLU:** A PLU number will be automatically allocated.
- **Description:** This could be the product name or a description of the instruction.
- **Product Class:** Product class refers to how we classify a PLU. Types of Product classes include **Standard Product**, **Cooking Instruction**, and **Message**.
- **Reporting Group:** The group the PLU will be reported through.
- **Printing Group:** How PLUs are categorised on dockets and receipts.
- **Display Group:** Used to add grouped products onto pages in the **Touchscreen Editor**.
- **Printers:** Assigns the **Printer Role** that the PLU should be allocated to.

Groups are a feature unique to PowerEPOS which allow us to move and organise PLUs in bulk, making the system easier to use, and saving time.



The screenshot shows the 'Cappuccino' PLU configuration page. The interface includes a sidebar with navigation tabs: General (selected), Text, Groups, Pricing, Prompts, Printers, Flags, Tags, Barcodes, Online / App, and Prep Times. The main content area is titled 'Cappuccino' and shows the following configuration details:

- PLU:** 1001
- Description:** Cappuccino
- Product Class:** Standard Product
- Report Group:** Hot Drinks
- Printing:** Hot Drinks
- Display:** × Hot Drinks
- Printers:** Drinks
- Sale Modifier:** [No Modifier]
- Restaurant:** 4.50
- Takeaway:** 4.05
- Delivery:** 6.00
- PLU Special's Template:** No
- Stock countdown?:** No
- Enabled?:** Yes

### 4. Next we use the buttons down the left to further configure our PLU.

- **Text:** How the text will look in different areas of the POS system.
- **Groups:** Check which **Groups** the PLU is allocated to and edit if necessary.
- **Pricing:** Duplicates the pricing set up in **General** and allows us to add further prices.
- **Prompts:** Add prompts such as selecting Dine-in or Takeaway.
- **Printers:** Check the **Printer Role** the PLU is assigned to and edit **Printer Roles** if necessary.
- **Flags:** Configure further settings for the PLU. Click on the flag for more info.
- **Tags:** Pre-set tags that can be added to a PLU to provide further info in **Product Enquiry**.
- **Barcodes:** Add a barcode to the PLU for use with a barcode scanner.
- **Online/App:** Makes the PLU available for use with integrated online ordering platforms such as Mr Yum.
- **Prep Times:** Add the time the PLU should take to prepare.



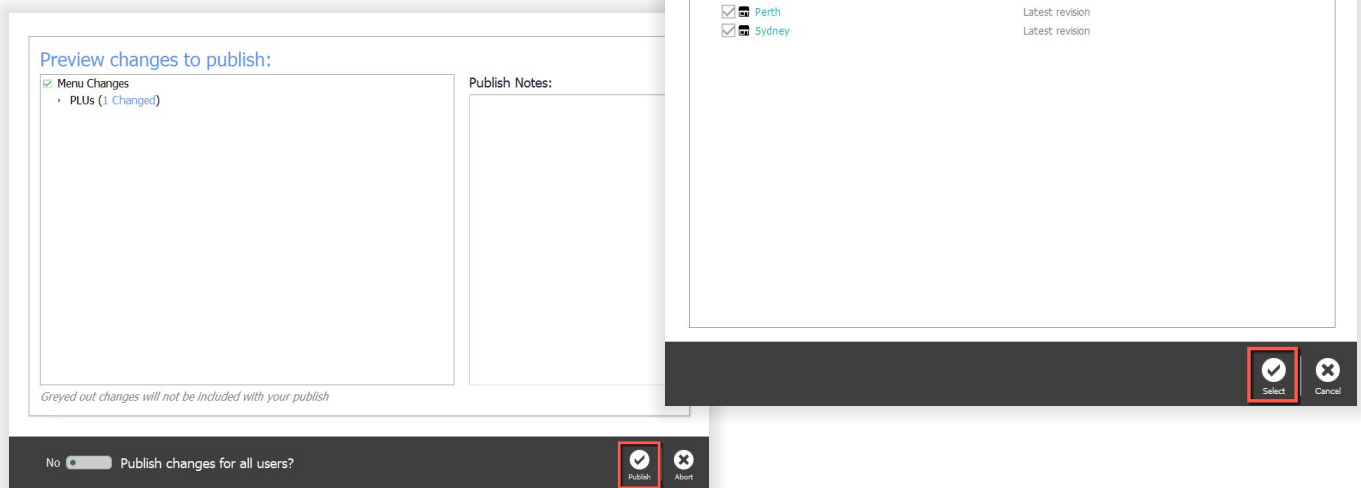
A vertical sidebar of configuration tabs for the PLU, including: General, Text, Groups, Pricing, Prompts, Printers, Flags, Tags, Barcodes, Online / App, and Prep Times.

## 2. Publish PLU

1. Lastly we publish our new settings to make them available at our POS terminals. Back on our **POS Management** screen we hit **Publish**, top right.



2. Select the changes and locations to publish to. Then our new PLU is set up and ready to use.



## Need more info?

If you still have questions or need further help, just contact us.

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