Item Lookup

Eagle Point of Sale offers several ways to look up and post items to a transaction, including: Barcode Scanning, Manual SKU Entry, Smart Lookups, Item Description Lookup, QuickFind, and Catalog.
Let's begin by launching Point of Sale Touch.

Topics

- Barcode Scanning
- Manual Entry
- Smart Lookup
- Description Lookup
- Quick Find

Barcode Scanning

If your Eagle POS station has an attached barcode scanner, the easiest way to post the item is Barcode Scanning. Just make sure your cursor is in the Item (SKU) field, then scan the item's UPC barcode with the barcode scanner.

Typically, scanning an item enters a quantity of one. If the customer is buying more than one of this item, either scan the additional items, or tap the Quantity box and use the keypad to change the quantity. Press Enter when you're done.

Manual Entry

Some items, like lumber, do not usually have a UPC barcode on them.

For these types of items, the easiest way to post the item is to touch the Item (SKU) field and enter the SKU using the onscreen keypad. Tap the quantity field and enter that information, then press Enter.

Smart Lookup

"Smart" Lookups give you alternate ways to lookup items when you don't have a scanner or a SKU to enter. You can enter the manufactuer's part number, UPC code, or serial number and the system will find the attached SKU number.

As seen here, you can enter the Manufacturer's part number, Universal Product Code – commonly known as a UPC or a Barcode , Or a Serial # - if one has been entered into the inventory file

Description Lookup

Now, I've shown you what to do if you have information to enter into the Item/SKU field. But what if the label is missing and you don't have any of these pieces of information? Then you'll use the item's description to look it up. Imagine that a customer hands you a one inch galvanized piping tee with no barcode in it. Tap the Desc field, then open the onscreen keyboard. Type TEE and press Enter.

A list of items that contain TEE in their description displays. Use the arrows to scroll through the items. When the list is long, as it is here, narrow the search by adding additional information in the Description field.

When you've located the item you are looking for, tap the line, then press Select to pull the SKU into the POS Posting screen.

Then enter the quantity and press Enter to post the item.

Here are some tips for using the Description Lookup.

Try to limit your search to one word. If you enter multiple words, the item you are looking for may not show up unless you enter the words exactly as they appear in the item's description.

For Example: when I type example "MOP & GLO" = Nothing displays; but when I type "Mop&Glo" without spaces I find my item.

Use the asterisk "*" at the end of your word as "wildcard" character. This will broaden your search and give you a better chance of finding the item(s) you are looking for. Let's look at this example also:

When I enter MOP* you can see how many more results appear. Scroll through the results, location the item you are looking for and press select.

Did you notice that when we used the Item Description Lookup, it opened the Inventory Viewer? Viewers give you several options for locating items. Just tap Lookup on the Posting Actions bar, select a method, then refine your choice here. Remember to tap Refresh to see the new list of items.

Quick Find

Quick Find is another way to lookup items, such as PVC pipe or wire, that aren't normally tagged with SKUs or UPCs. Quick Find is an online price book that can be set up on Eagle.

If your system has Quick Find set up, just tap Lookup, then select Item by Category to begin. Your customer has 3 10-ft lengths of 4 inch perforated PVC drainage pipe.

First, select the item's category, in this case – pipe. Pick the subcategory – drainage pipe. Then find the item in the grid.

Tapping the SKU brings the information to the posting screen and you can enter the quantity and post the item.

If you have installed a Catalog on your Eagle System, then you can use the Catalog to lookup items in POS.

Catalog functionality will be covered in another Training on Demand module.

As you've seen, Eagle's Point of Sale gives you several powerful, yet easy, ways to lookup items. When you know the best way to lookup different types of items, you can keep your line moving and your customers happy!

Thank You.

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