

Using the Eagle Catalog

You can use the Eagle catalog to find, sell, and purchase items.

Objectives

- Opening a Catalog
- Finding Items in the Catalog
- Using Catalog to Sell and Purchase Items

Opening a Catalog

Select *Catalog* from the Eagle browser or type *CAT* in the *launch* bar and press *Enter*.

The find *items* screen appears.

To search for a catalog, select *Tools* and then *Options*. The *Catalog Preferences* pop-up appears.

Select your catalog from the drop-down menu and then choose *Accept*.

You may also change the catalog using the change *catalog* hyperlink. Select the hyperlink, and then choose the catalog from the *Select Catalog* pop-up.

Select *OK*.

Finding Items in the Catalog

You can locate items in the catalog using the fields on the *find item* catalog page. If you know the SKU, the manufacturer part number, or UPC code, type it into the appropriate field and press *Enter*.

You can use the description, manufacturer name, or fineline to return a larger range of items when you do not have an item number or barcode.

You can also narrow your search using broad categories and then drilling into them. To begin, select *Drill* and then double-click the relevant Department, Class, and Fineline.

You can also use *wildcards* to search for items. Simply enter a few letters followed by an asterisk.

Eagle searches the catalog and locates all items that contain the specified letters or numbers in the Find Item field. The item's details, description, and image are all available here.

For more information about the item, select the *Detail* option from the toolbar.

You can view the suggested retail price, manufacturer, UPC, order data, status, long description, and product image.

You have a couple of options here.

Use *Previous* and *Next* to navigate through the results.

Use the *Pricing* and *Vendor* options to view the vendor pricing and vendor information for the item.

Use the *Add* option to add catalog items to inventory.

You can use the *Sell* and *Order* options to sell catalog items at POS and add catalog items to purchase orders.

Using Catalog to Sell and Purchase Items

If an item is scanned at POS but is not located in your inventory, you may configure Eagle to prompt you to add the item.

This helps ensure that you do not sell products under a generic SKU.

The catalog is also useful for special orders. At point of sale, enter the item number or SKU and press *CTRL+K*. Eagle searches the catalog for that item.

When the system finds the item, the catalog's detail screen appears. If you wish to place the item on special order, press *Sell* to return to the POS screen.

You can also use a catalog when creating a purchase order. If you type in an item that is not in your store's inventory, you can check to see if it is in a catalog.

Once located, choose *Order* on the toolbar.

Recap

As you can see, the Eagle catalog allows you to search through many inventory items. With the press of a button, you can easily identify items and add them to purchase orders or special orders.

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Corporate Office

804 Las Cimas Parkway
Austin, TX 78746

USA

Toll Free: +1.888.448.2636

Direct: +1.512.328.2300

Fax: +1.512.278.5590

Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104

Plaza Central, Col. Santa Maria

Monterrey, Nuevo Leon, CP 64650

Mexico

Phone: +52.81.1551.7100

Fax: +52.81.1551.7117

Europe, Middle East and Africa

No. 1 The Arena

Downshire Way

Bracknell, Berkshire RG12 1PU

United Kingdom

Phone: +44.1344.468468

Fax: +44.1344.468010

Asia

238A Thomson Road #23-06

Novena Square Tower A

Singapore 307684

Singapore

Phone: +65.6333.8121

Fax: +65.6333.8131

Australia and New Zealand

Suite 2 Level 8,

100 Pacific Highway

North Sydney, NSW 2060

Australia

Phone: +61.2.9927.6200

Fax: +61.2.9927.6298