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F3 Searching

Did you know?

- You can check GP%, Sell Prices, SOH and much more from your F3 search in Shop?
- You can refine your search when searching on Description?

Below is a reminder to stores about some of the useful features of Profit-Track's[™] F3 Search function.

Don't forget the power of your F3 search!



- Profit-Track[™] has comprehensive User Manuals built into the system.
- Just press [F1] from anywhere in Profit-Track[™] to access the help.



You can search three ways from the yellow search field:

- 1. Scan the barcode on the item (if you have a scanner attached to your PC) or key in the barcode and press [Enter].
- 2. Key in the product code and press [Enter].
- 3. Type any part of the **Description** and press **[Enter]**. **Note:** <u>exact matches</u> will be found, so it is better to type less characters rather than more when searching.

2. Searching on Description

- A space between words means <u>OR</u>.
- Double dots .. means AND.

Examples:

• *pedi 700* will list all products with the words *pedi* OR *700* in the description.

A more detailed search is this one:

 pedi..700 will <u>only</u> list products with the words pedi AND THEN 700 in the description. In this case useful for finding all the Pedigree 700gr products.

	General ○ Department ○ Group At. Desc. ○ Manufacturer ○ Report Mix	⊙ <u>C</u> omm ⊙ C <u>o</u> re F	odity <u>F</u> amily Range Label	v OSupplier type OCreated s	<u>T</u> ype <u>R</u> ang gince:	
	Product Description	P Code	Family	Group	Supplier Gst	
	PEDIGR BEEF 700GM	71093	NO FAMILY	PET FOOD	C STORE 🚳	
	PEDIGR CASSEROLE BEEF 700GM	316728	NO FAMILY	PET FOOD	C STORE 💿	
	PEDIGR FIVE KINDS OF MEAT700GM	307169	NO FAMILY	PET FOOD	C STORE 💿	
	PEDIGR H-STYLE CH/RCE/VEG700GM	617027	NO FAMILY	PET FOOD	C STORE 🚳	
	PEDIGR H-STYLE LMB/PST/VEG700G	617255	NO FAMILY	PET FOOD	C STORE 🚳	
	PEDIGR H/STYLE BF/PAS/VEG700GM	617205	NO FAMILY	PET FOOD	C STORE 💿	
	PEDIGR LAMB 700GM	74978	NO FAMILY	PET FOOD	C STORE 🚳	
	PEDIGR LAMB CASSEROLE 700GM	27565	NO FAMILY	PET FOOD	C STORE 💿	
	PEDICE PUPPY LOAF CHK/RCE700GM	60100	NO FAMILY	PET FOOD	C STORE 💿	
łe	ere is the number of produc	NO FAMILY	PET FOOD	C STORE 🚳		
found matching your Search						



4.	<i>List ALL products</i>Key in and press [Enter] or click [Search].		Shop products search						
	 All products in SHC 	P (or Catalogue if you are							
	using F3 in there) w	vill be displayed.							
5.	Search for New LinesClick the Created since button.		Search by Creation Date						
			Search Tick all Normal						
	 Key in the required 	date and click [Search]	At. Desc. Manufacturer Report Mix Cgre Range Label type Created since 1/11/2016						
	 All products created in your system since that date will be listed. 		Product Description P Code Family Group Supplier Gst ARN CHOC TIM TAM PINA COL165GM 482600 NO FAMILY BISCUITS C STORE CD						
			ARN CHOC TIM TAM VLT MDSL191GM 482613 NO FAMILY BISCUITS C STORE BUDERIM GNGR BEER 4X250ML 385837 NO FAMILY SOFT DRINKS C STORE						
6.	 Change View to see more information When you have your search results displayed 		Shop products search						
			Coca Search Tick all Sel prices Vormal						
press [F9] to change		je the View details.	General Department Grgup Commodity Family Suppler Sel prices At. Desc. Manufacturer Report Mix Core Range Label type Created to Refer Sel sales Week sales givs						
	Note: you can also change the View by clicking in the View field.		Product Description P Code SOH Cost Sell1 GP% Sq Unit price details COCA-COLA DIFT CAN 375MI 1026725 0 0.95 2.50 62.0 Competitor prices						
	•		COCA COLA CAN 250ML 187043 0 1.20 2.00 37.9 0.99 -21.2 1 COCA COLA ZERO CAN 250ML 187124 0 1.24 2.00 37.9 1						
	U Sorting column	s	COCA COLA LIFE CAN 250ML 307017 0 1.24 2.00 37.9 1 COCA COLA DIET CAN 250ML 187132 0 1.24 2.00 37.9 1 COCA COLA DIET CAN 250ML 187132 0 1.24 2.00 37.9 1						
 Click on any column heading 		n heading to sort by that	COCA COLA 380ML 48375 0 2.73 4.15 34.3 1 COCA COLA ZERO 6X375ML 31019 0 7.59 11.17 432.0 1 COCA COLA 6X375ML 24509 0 7.59 11.17 432.0 1						
	column. The Defau	It Sort is by Product	LARRAS LEE COCA8VANILA CAKE 300G 1043649 6 4.46 6.49 31.4 1						
	Description.		In this screen we have sorted by GP%.						
Views explained									
No	rmal	Normal: default setting - n	product desc, prod code, family, group, supplier and GST						
Sell Prices • Sell Prices: dest Lock flag code. Note: costs in bl GP% Snapshot the view to Sell Price that are too low or h									
		 Sell Prices: desc, prod code, SOH, cost, Sell 1 (normal sell) & GP%, Special 1 & GP%, Lock flag code. Note: costs in blue are special (promo) costs 							
		GP% Snapshot: A quick way to get a snapshot of your cost and sell GP% is to change the view to Sell Prices, search on a Department and then Sort the GP% column to check any that are too low or high.							
check the SOH before invoices not received o			ter Stocktaking. Negative SOH indicates items not counted, orrect stock sent by suppliers.						
D -		- Dania d Calaas akassa asa							
Period Sales		Period Sales: snows quantity and dollar sales for week, month and year							
Sort on the columns to			see your high / low sellers for each period.						
We	 Week Sales Qty: shows quantity sales for last 7 days (by day) 								
We	ek Sales Amounts	Week Sales Amount: sh	ows dollar sales for last 7 days (by day)						
Unit Price detailes • Unit price details: sho			unit price settings. Any products showing UNKNOWN in the Unit						
	column need their UOM set in Shop / Tickets TAB.								
Со	mpetitor prices	Competitor prices: shows current normal Sell & GP% plus Sell & GP% for 3 competitors.							

