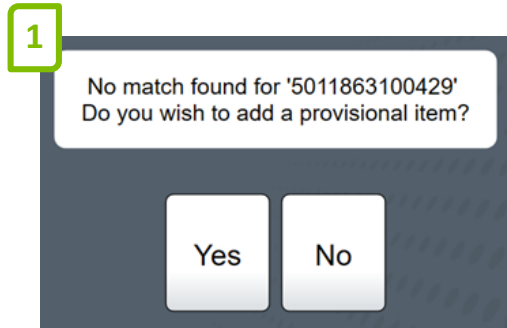


# 13: Provisional Item Creation

evoPOS, allows items to be created quickly, on the POS by cashiers, when a barcode scanned is not found in the stock database. Ensuring that stock is always accurately accounted for.

Scan Item -> barcode scanned is not found in the stock database



When prompted, select **Yes**



Once created the provisional item will instantly scan on any POS



The provisional created stock item will be displayed during back office reconciliation. The items must then be allocated to the correct sales heading. SELs (shelf edge labels) can then be printed.

Provisional Item		
Description	Department	Retail Price
Kids Jigsaw	VAT Goods	3.99

**2** Using the on-screen keyboard enter an accurate description of the item.

**3** Select the department; there are only 2 options Vat and Non-Vat. This is to allow the items to be created quickly, and not slow down service.

**4** Enter the Retail Price.

**5** Select **Enter**, once all entries are complete.