Products (Eat In & Take Away)

Before you can create your Products, you must first setup your Departments and then you can create your Products as follows.

The minimum information you require for creating a Product is: **Description, Department, Eat In VAT Rate, Take Away VAT Rate, Size(s)** and the **Eat In & Take Away Price** for each size.

1. If you are not already logged into your GoEpos account, please login by visiting **goepos.com** and click the **[WEB OFFICE LOGIN]** button in the top right.

2. Click **[1 Product Settings]** then **[9 Products].**

3. Click the **[Add A Product]** button. In the **"Product Description (max 64)"** field type in the description of the product. This description field is used to print on the customers Till receipt and used in all your web office sales reports.

4. Then in the **"Product Button & Remote Printer Description (max 64)"** field type the description to be displayed on the product button on the Till screen and to be printed on any Kitchen or Drinks remote printers. Normally you can just copy and paste from the above description field.

5. Then in the top right you must select the **"Department"** this product is linked to for reporting. The product will then automatically display in this Department button on the Till screen.

6. Now you must select the **"Eat In VAT Rate"** and the **"Take Away VAT Rate".**

7. Now in the **[Prices]** tab, you need to tick the **"Size Is Active?"** option for each size that is applicable to this product and input the **"Selling Price"** (including the VAT).

    If the product is sold at more than one size, you must click the **"Print The Size?"** option for each of the sizes. This is so that the size is displayed and printed in front of the product description on the customers Till receipt and on the Kitchen & Drinks remote printouts, otherwise you will not know what size the product was sold at.

8. Then click the **[Save]** button to save the product.