

# HelpSheet013.

## Creating Branch Specific Stock.

**KCPOS**

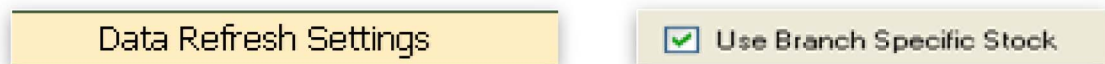
When using Branch Specific Stock, each Branch created must have the stock items you wish to sell at this branch selected. If the stock items are not defined, when trying to search for stock or use menu buttons, there will be no stock available.

The option to select Branch specific stock is a setting which is defined within the KCPOS Data Refresh Settings.

This option can be found under the Settings tab within the KCPOS Link software.



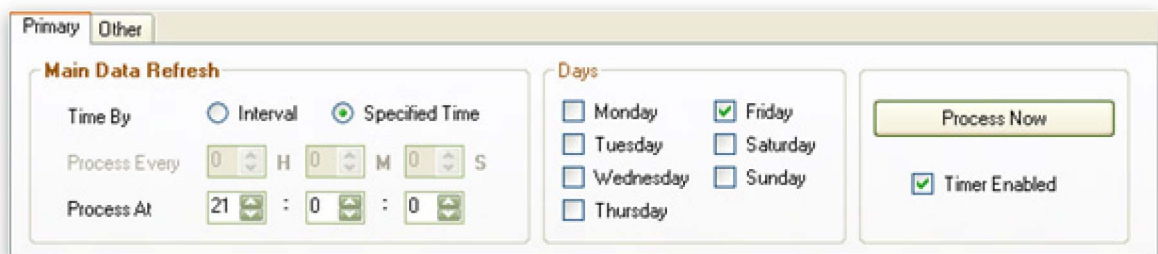
From here the option for the 'Data Refresh Settings' are available of which the check box 'Use Branch Specific Stock' can then be selected to enable this option.



Once selected, a 'Main Data Refresh' will need to be completed to enable this option. This is found within the 'KCPOS Link Service' / Action Timers.

### Action Timers

From within the Action Timer settings, the 'Main Data Refresh' is the first option displayed, to process the action immediately select 'Process Now' or it can be scheduled to run at the specified time already pre set. Tills cannot be used while this is running.



Once the data refresh has been set, each branch will then need their set stock items defining. This is done through the 'KCPOS Administrator'. If the stock items are not selected, the tills will have no stock items available so all searches and menu buttons for stock items will not work correctly.

To set the Branch specific stock items, you will need to log into the KCPOS administrator into the Head Office Branch (Not the Individual Branches). Once logged in, you will then need to go to the Actions Tab and select Stock / Branch Categories..

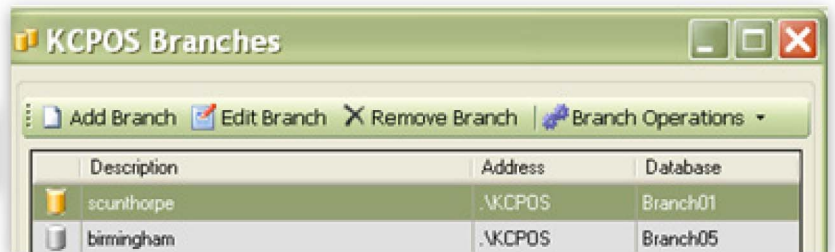


This will then launch the Group selected Branches Listing all available Branches and a list of Stock items and Or Stock Categories to select for the use of each branch.

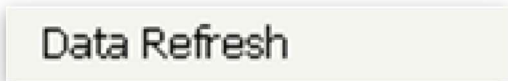


Once the items have been select for each branch a data refresh will be required to force through the selected stock items. This can be done via a 'Main Data Refresh' as per above or, if you wish to just update one branch at a time, a Branch Refresh can be run. Once again while a refresh is running, the branches affected cannot use the Tills until finished.

To run a Branch Refresh, Log back into the KCPOS Link and select 'Branches'. This will List all available Branches that are currently connected.



From the KCPOS branches Screen, highlight the branch you wish to refresh and select 'Branch Operations' and then 'Data Refresh'. This will just refresh the select Branch and once finished, the Tills will then be available to use.



When logging back onto the Tills, you will be prompted to 'Update the Local Database', please select Yes to this on the first time when opening the Till.