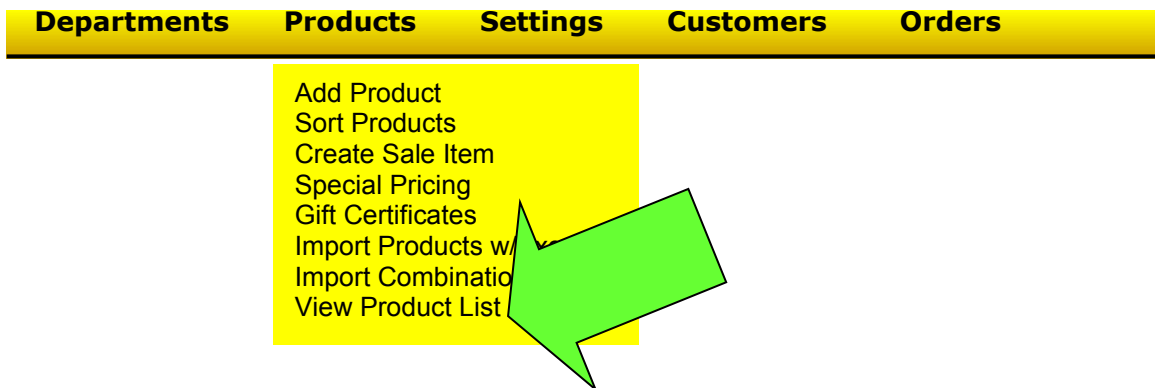## The "View Product List" feature

View Product List is a graphic representation of the categories and menu items in the store so that you can easily see what categories you have and what menu items are listed in the various categories.

The View Product List feature allows you to:

- **Add or remove categories**
- **Add or remove menu Items to categories**
- **Temporarily hide categories or menu items**
- **Move menu items from one category to another**
- **"Alias" menu items into different categories so that the same item can appear in more than one category**

On the gold Toolbar, go to Products >> View Product List.

Departments	Products	Settings	Customers	Orders

Add Product
Sort Products
Create Sale Item
Special Pricing
Gift Certificates
Import Products w/
Import Combinatio
View Product List

This is an example of View Products List

Title		ID	SKU	Inventory	Price		Edit
Specials		298				☐	Edit
Cheeseburger Special		300	1001	0	5.75	☐	Edit
Chicken Sandwich		299	1000	0	7.75	☐	Edit
Chile Colorado Plate (Beef)		303	1004	0	7.75	☐	Edit
Chile Verde Plate (Pork)		302	1003	0	7.75	☐	Edit
Chopped Salad with Chicken		305	1006	0	8.25	☐	Edit
Fish Plate		301	1002	0	8.25	☐	Edit
Huevos a la Mexicana		304	1005	0	5.95	☐	Edit
Tip		423		*	5.00	☐	Edit
Lunch Specials		306				☐	Edit
Arroz con Pollo		312	1012	0	6.25	☐	Edit
Burrito and Taco Combo		313	1013	0	8.25	☐	Edit
Burrito Ranchero		309	1009	0	6.25	☐	Edit
Manager Special		316	1016	0	5.25	☐	Edit
Meat Quesadilla & Taco Combo		314	1014	0	8.25	☐	Edit
Mexi-Pizza		311	1011	0	6.25	☐	Edit
Mexi-Torta		310	1010	0	6.25	☐	Edit
Supreme Burrito		308	1008	0	7.25	☐	Edit
Three Taco Combo		315	1015	0	8.25	☐	Edit
Wet Burrito		307	1007	0	8.25	☐	Edit
Side Orders		317				☐	Edit
Chips (Salsa not included)		323	1022	0	1.95	☐	Edit
Extra Meat		325	1024	0	2.00	☐	Edit
Flour or Corn Tortilla		321	1020	0	1.25	☐	Edit
Guacamole		324	1023	0	1.50	☐	Edit
Guacamole and Chips		318	1017	0	4.50	☐	Edit
Rice, Pinto or Black Beans		320	1019	0	2.45	☐	Edit
Salsa and Chips		319	1018	0	4.50	☐	Edit
Side of Salsa (3 1/4 oz cup)		326	1025	0	1.00	☐	Edit
Side of Salsa (8oz cup)		327	1026	0	2.50	☐	Edit
Sour Cream		322	1021	0	1.50	☐	Edit

Departments   Products   Settings   Customers   Orders   **Product Manager**

Add Product   Import Catalog   Export Catalog   Find Products   Show All   Hide Departments

Delete Checked   Hide Checked   check all / uncheck all   Alias Checked   Copy Checked To: Move Checked   Specials

To Hide an item or items, check the box for item(s) and click "Hide Checked".

Categories are designated with the gray backgrounds. To hide an entire category, check the box and click "Hide Checked" at the bottom of the screen. (The category will not show as hidden.

Delete Checked   Hide Checked   all / uncheck all   Alias Checked   Copy Checked To: Move Checked   Specials

To show a hidden category, check the box and click "Hide Checked" again.

To Alias, Move, or Copy menu items, FIRST select the category you want to alias, move or copy the items into from the dropdown.

Then, click Alias, Copy or Move Checked.