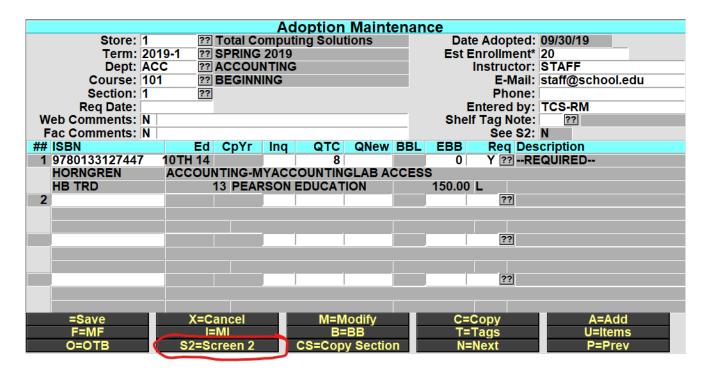
## Adopt GM Items

### Adopting GM Items

Enter or Modify your adoption TX.1.1, select the DEPT/CRS/SECT in Adoption Maintenance you wish to add your GM item (s) to.



At the bottom-line prompt select S2=Screen 2.

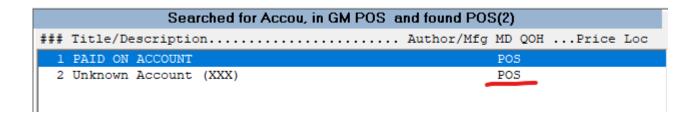
In the new S2=Screen, if your campus is using a specific CRN number that identifies the DEPT/COURSE/SECT . then you can enter that here, once entered you can enter the Campus Class#, preceded by a semi colon (;) in the Dept, Course or Section fields to look up the section (i.e. ;01234567). \*Campus Class is not a required field not all users use this feature. You can navigate past this field by pressing enter or click on the SKU field.

	Adoption Maintenance			
Campus Class#: 01234567				
•	Niccolleneus Meteriole			
	Miscellanous Materials			
## SKU	Description	Qty	R/O	HTML Tag
1 006703	100% COTTON T SHIRT/M	1	R	GMADOPT
2 100572	TCS CALCULATOR	1	0	GMADOPT
3 T-SHIR			-i	
	•		-i	
			-	
	•	<u> </u>		

	Searched for T-SHIR, in GM POS and found GM(4)									
###	Desci	iption				Color	Size	QOH	Price Loc	
1	MENS	DRI-POWER	TSHIRT	BY	RUSSEL	Parent	Parent		22.99	
2	MENS	DRI-POWER	TSHIRT	BY	RUSSEL	White	SMALL	-2	22.99	
3	MENS	DRI-POWER	TSHIRT	BY	RUSSEL	White	Medium	0	22.99	
4	MENS	DRI-POWER	TSHIRT	BY	RUSSEL	White	LARGE	0	22.99	
5	MENS	DRI-POWER	TSHIRT	ΒΥ	RUSSEL	White	EXTRA LARGE	-6	22.99	

In the SKU field, enter the SKU or you may do the normal GM item lookup to find the item. If you are selecting a Matrix GM item then select the Parent SKU, This way when its displays on the web the customer will see the Color and Size drop down selectors to choose from.

Enter the QTY that the student should purchase for the section and enter R/O to indicate if the item is Required or Optional.



### Adding Fee(s) Adoptions

You can add POS Fee Code(s) the same way that you would add a sku in the S2=Screen 2. The fee will then be displayed along with the GM and Textbook information in the Adoption/Course search on your website.

Show Course List

FALL 2019 - ACCT - 101 - 5

Accounting	ACCOUNTING:WHAT THEW/CONNECT PLUS Required: REQUIRED	New Price: \$268.00			
	Author: MARSHALL Edition: 9TH Copyright Year: 11	Used Price: \$	201.00 🛒 Add to (		
	ISBN: 9780077398279	E-Book:	Select		
E.	vamala Sactio	Rent:	Due: 11/01/19 New - \$		
eneral Merchandi	xample Sectio				
	WOMENS GEAR FOR SPORTS TAYLOR TSHIRT Required: Optional Sku: 100705		Price: \$14.99 🛒 Add to		
	Source: General Merchandise	nandise Recommended Quantity:			
	MATRIX SHIRT Required: Required	Style:			
ሞነ፣ (	Sku: 100740 Source: General Merchandise	Black - Small	Small (Low Inventory - Buy No (Low Inventory - Buy Now!) - \$		
		Black - Large	Im (Low Inventory - Buy Now!) (Low Inventory - Buy Now!) - \$ arge (Low Inventory - Buy Now		
		Add to (			
		Recommended Quantity: 1			
	Example Fee Required: Required	Price: \$2.00	🛒 Add to		
No Image	Source: General Merchandise	Recommend	ed Quantity: 1		

You can also enter in Fee Code(s), this allows you to collect any additional fees that may be required for the course that has been set by the Instructor or Staff. \*for details on setting up Fees Codes, reference POS Training

Example web cart

Cart Details	Exampl	ec	art	× .	Cart Totals	
Item	Details	Quantity	Price	Extended	Subtotal	\$1
ACCOUNTING:WHAT THE W/CONNECT PLUS	FALL 2019 - ACCT - 101 - 5	1	\$121.00	\$121.00	Total	\$13
WOMENS GEAR FOR SPORTS TAYLOR TSHIRT		1	\$14.99	\$14.99		
MATRIX SHIRT	Black - Medium (Low Inventory - Buy Now!) - \$19.99	1	\$19.99	\$19.99		
Example Fee		1	\$2.00	\$2.00		
Address Information				~		

### **Resume Web Order**

Resume Orders that have been placed will look the exact same as other Web Orders. \*note you will have to verify the rental item and price when resuming the order. It is best that you have a copy of the order to verify the type or rental and length of rental.

### Sales Clerk: TCS SUPPORT Balance 101 DEPT Tran Type: WEBAR Mail Order Sale 350036223000709356000.DEPT SUPP 173.78 Tran Number: 3206 -1 ACCOUNTING: WHAT THE ... - W/CO 121.00 TCS Demo Store RENT- 9780077398279 1 @ 121.00 -2 WOMENS GEAR FOR SPORTS TAYL 14.99 GM 100705 1 @ 14.99 Gifts Drinkware Headwear -3 MATRIX SHIRT 19.99 100740100002 1 @ 19.99 GM 2.00 -4 Example Fee POS 10001 1 @ 2.00 5 SHIPPING & HANDLING 0.00 Example Resume 1 @ 0.00 POS 8206 BURGERS Technology Fees Qty/SKU/MOD/Xref Qty Pri 1 # Modifier or Tender ansaction Modifiers Amount SubTotal 157 iginal...: 5,000.00 Disc/Mkdn ailable ..: 4,826.22 Sales Tax 0.00 sh Due...: otal

Example Web Order Resume

# Adding GM Items to the Web

Instructions on how to create and maintain web catalogs and how to add GM items to the web store.

# **Promo Pricing**

How to setup special sales like 2 for 1 or flat discounts on items.