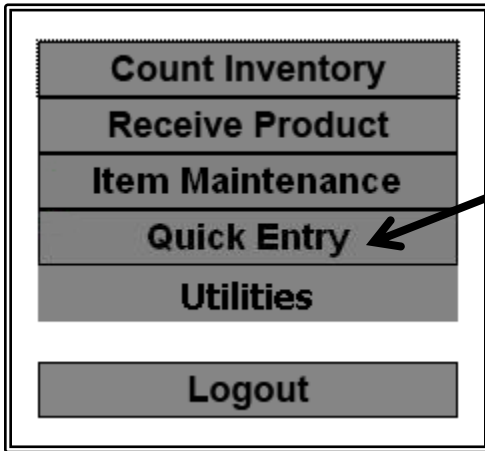


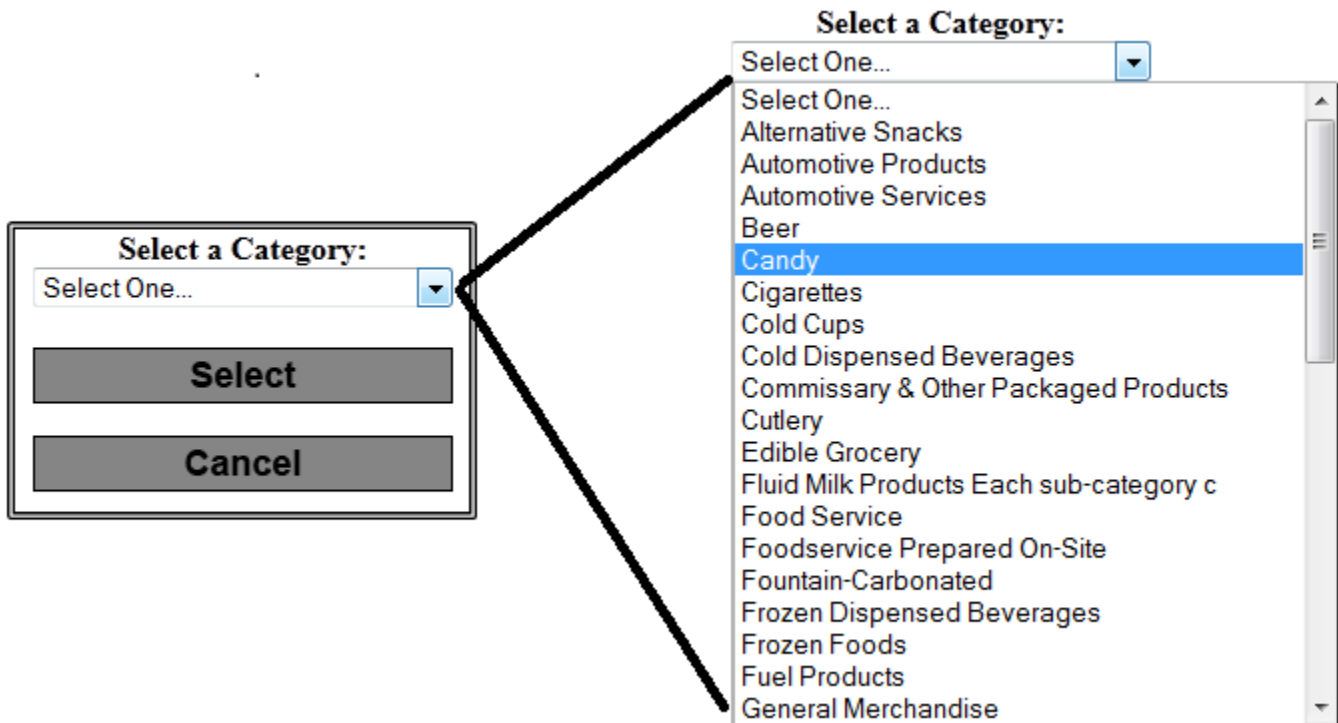
# Quick Entry

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The Quick Entry option allows you to quickly enter new products into the Enable software.



Click **Quick Entry**.



From the **Select Category** screen **click** on the drop down arrow to select the category the new item (or items) will be in. All **top-level** categories that are setup in Enable will appear in the drop down menu. After highlighting a category then click on **Select**.

**Enter Barcode**

**Enter**

**Change Category**

**Cancel**

Scan the item that needs to be added to the system.

**Enter a New Product**

**Description**

**Select a Category:**

**Brand**

**UM Desc.**

**Pkg Qty.**

**Cost**

**Price**

**Enter** **Cancel**

Enter Item Description

Click the drop down arrow to see the list of available sub-categories, highlight to select.

Enter Brand of product (Optional)

Enter Unit of Measure description

Enter Package Quantity

Enter Cost

Enter Price

Click **Enter** to save the product to the Enable software. This will bring you back to the **Enter Barcode** screen, ready to enter a new item.

**NOTE:** The category selected when you started will continue to be the category attached to all items until you click on **Change Category** and choose a new category.

Click **Cancel** from the **Enter Barcode** screen to get back to the Main Menu.