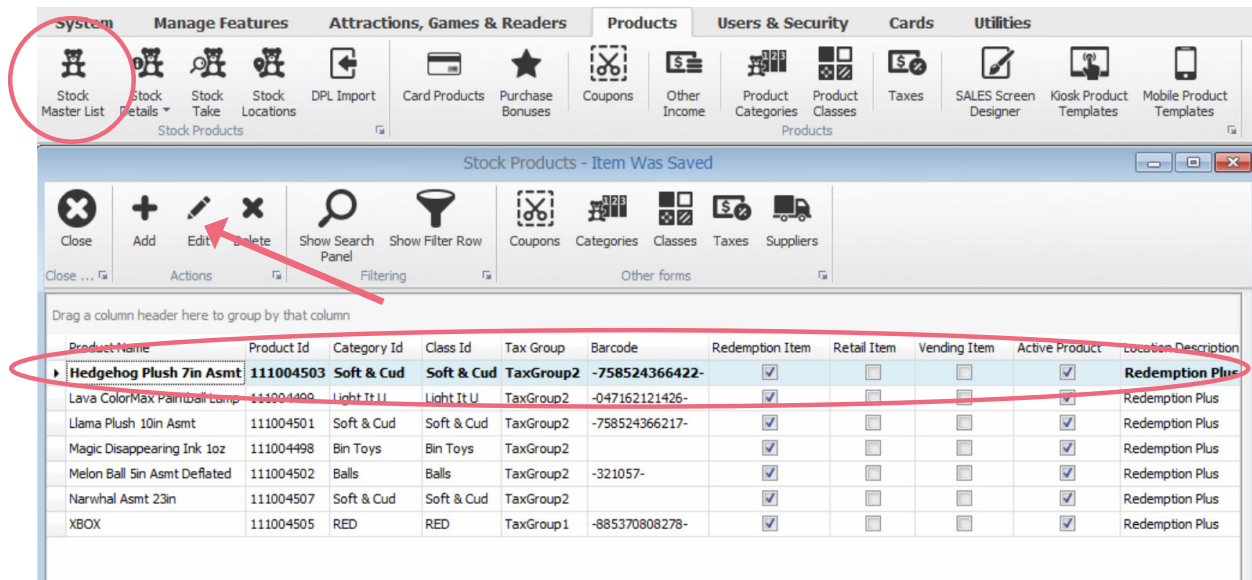# How to add a UPC or barcode
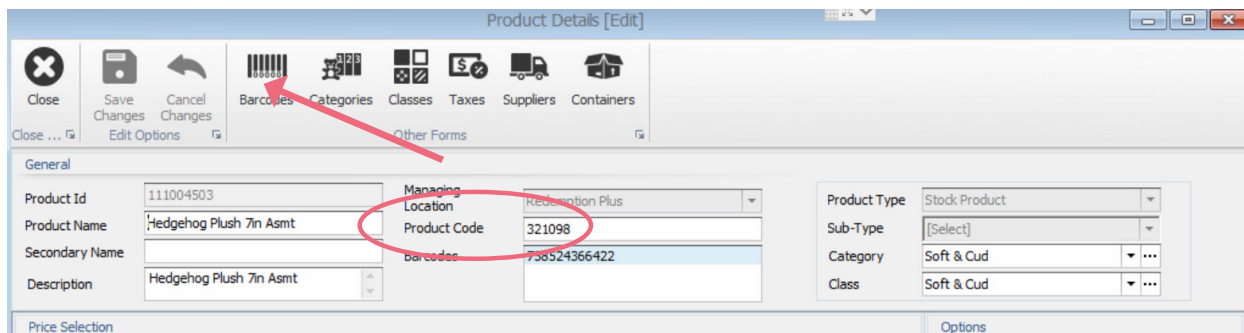# Embed Toolkit v7

Most items sold from Redemption Plus have a UPC preprinted on the package, but not all. In that case, you can program the six-digit item code into the barcode field to be able to scan out those items from the scanbook. The reverse of this can also be done by adding a UPC in addition to the six-digit item code.
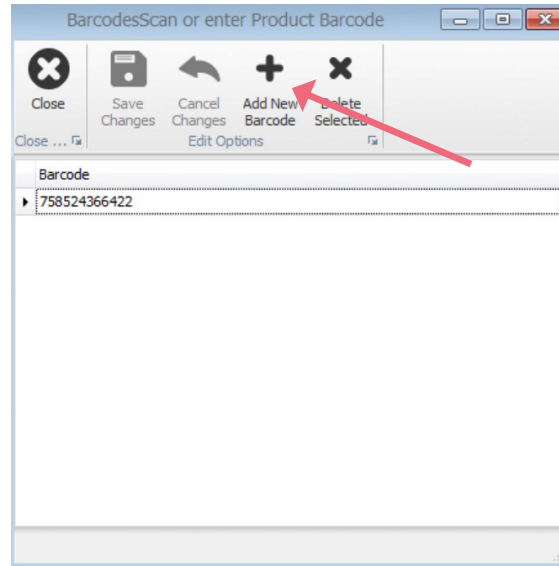
1 I Open the Stock Master List in Guru.
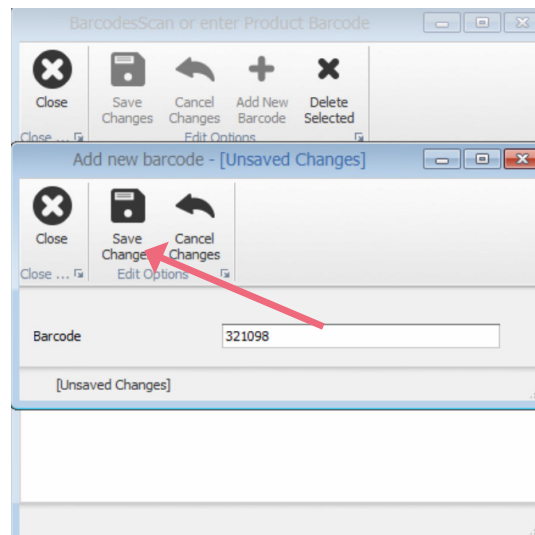2 I Select your item and click Edit.

3 I The six-digit item code is already listed under Product Code. Click the Barcodes tab.
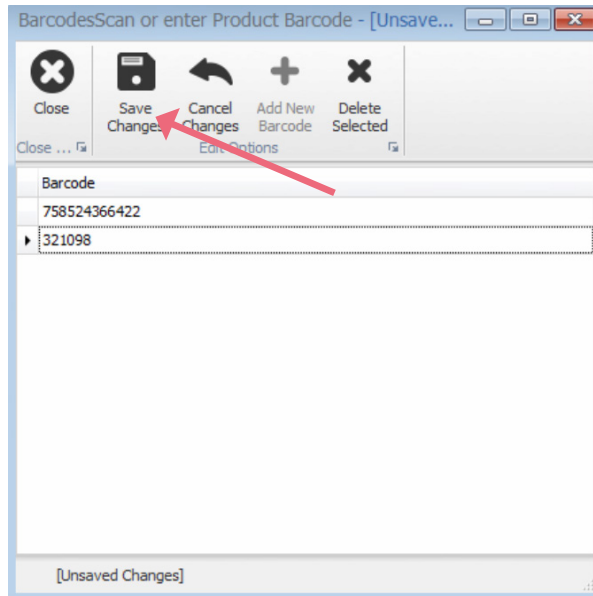
4 I Click Add New Barcode

5 I Type in the six-digit item code, click Save Changes and close.

6 I Now both the six-digit item code and the UPC are included. Save Changes and close. Now, you can scan either the barcode printed on the product, or scan out of the scanbook. You can add up to four barcodes per item.

7 I You must also click Save Changes before closing out of the product details.