

What is it?

The Manage Items screen is used to maintain all product items which are available for sale through hungree.me

What can it do?

Use Manage Items to add, update and refresh the pricing for the products your venue makes available for sale through hungree.me

Useful information

The data on Products in the Cloud POS is the source-of-truth. If this is updated then changes made to items in hungree.me may be overwritten when updated.

hungree.me

Manage Items

Graceful Cafe

Stock Threshold Report

Search hungree.me...

Get Item-Cloud POS

Update Prices-Cloud POS

Main Menu

Key	Department	PLU	Short Desc. Click to change	Price Level	Price Click to change	Delete?	Archive?	Bookable?
2299	001	001008	Apples Red Delicious Per K	1	\$5.50	Delete	Archive	Bookable?
2074	001	001008	Apples Red Delicious Per K	1	\$5.50	Delete	Archive	Bookable?
2123	001	001014	Strawberry Pun 500G	1	\$4.99	Delete	Archive	Bookable?
2126	001	001016	Paw Paw Green Per Kg	1	\$8.20	Delete	Archive	Bookable?
2101	001	002001	Mango Frozen Whole Per K	1	\$14.50	Delete	Archive	Bookable?
2100	001	002003	Mango Frozen Cut Cubes Pi	1	\$14.50	Delete	Archive	Bookable?
2109	001	002009	Paw Paw Red Per Kg	1	\$8.95	Delete	Archive	Bookable?

i **Key** The unique hungree.me id number for this item

i **Department** The department set in the Cloud POS product Profile tab

i **PLU** The product price look up code (aka SKU or barcode)

→ **Short Desc** Summary product description. Can be changed by clicking on the green text.

i **Price Level** The selected price level for the product from Cloud POS

→ **Price** Item price incl tax. Can be changed by clicking on the gree text.

→ **Delete** Remove the item from hungree.me and remove from menus. Note: Not permitted if the product has been previously sold.

→ **Archive** Hide the item from hungree.me and remove from menus.

→ **Bookable** Where applicable for your venue, toggle the product setting that allows it to be sold as a 'booking slot'.

→ **Stock Threshold Report** Where applicable for your venue, runs a report showing the stock-on-hand and warnings for departments with a low stock threshold set.

→ **Get Item-Cloud POS** Retrieve or replace an item from the Cloud POS. Refer separate guide – *Manage Items-Get Item*

→ **Search hungree.me** Filter the list by searching on PLU, or Short Description fields

→ **Update Prices-Cloud POS** Refreshes the product item level prices for all your venue's hungree.me products against their records in the Cloud POS; provides a summary report.

→ **KEY ACTION:** Clicking or tapping on an order line will bring up order details. If you are using Provisional Orders* then this allows you to edit the prices and quantities of order lines before confirming and committing payment on behalf of the customer.

What is it?

Get Item is used to retrieve or update a Product from the Cloud POS and to set it up in hungree.me

What can it do?

This guide shows how to use Get Item to set up a new product where the PLU does not already exist in hungree.me

Useful information

The data on Products in the Cloud POS is the source-of-truth. If this is updated then changes made to items in hungree.me may be overwritten when updated.

Step 1 - Retrieve Item from Cloud POS

PLU
0030004

Retrieve

Step 2 - Review Item from Cloud POS

Select Item Price Levels

Field Name	Value
PLU	0030004
Short Name	TEST PRODUCT DOCUMENTATION
Long Name	This is a test product set up when writing documentation.
Image	
Available / Active?	Yes
Effective From Date	04/01/2025
Effective End Date	31/12/2199
Product Department ID	003
Product Group ID	002
Product Low Stock Threshold	0
hungree.me Product Status	Does not exist

Step 3 - Confirm Price Levels and Settings for Item from Cloud POS

Price Level	Price incl GST	Min Order UOM	Pricing UOM	UOM Name	Item Type	
1	\$0.05	1.0	1.0000	EACH	By Quantity	Add
2	\$0.00	1.0	0.0000		By Quantity	Add
3	\$0.00	1.0	0.0000		By Quantity	Add
4	\$0.00	1.0	0.0000		By Quantity	Add
5	\$0.00	1.0	0.0000		By Quantity	Add
6	\$0.00	1.0	0.0000		By Quantity	Add

Step 3 - Confirm Price Levels and Settings for Item from Cloud POS

Price Level	Price incl GST	Min Order UOM	Pricing UOM	UOM Name	Item Type	
1	\$0.05	1.0	1.0000	EACH	By Quantity	Replace
2	\$0.00	1.0	0.0000		By Quantity	Add
3	\$0.00	1.0	0.0000		By Quantity	Add
4	\$0.00	1.0	0.0000		By Quantity	Add
5	\$0.00	1.0	0.0000		By Quantity	Add
6	\$0.00	1.0	0.0000		By Quantity	Add

➔ **Step 1 - Retrieve Item From Cloud POS** Enter the PLU *exactly* as it appears in Cloud POS including leading zeros where applicable

➔ **Step 2 - Retrieve Item from Cloud POS** If available and with all required data set up the item summary will be displayed.

i **Note** If the product matching that PLU already exists for your venue this will show in the 'Product Status' information line.

➔ **Select Item Price Levels** Select this button to bring up the available price levels.

➔ **Step 3 - Confirm Price Levels and Settings for Item from Cloud POS** The available Price Levels as set up in Cloud POS will be displayed.

Select the 'Add' button to choose which Price Level(s) you want to load for your venue.

i **Note** Once selected the Price Level Add button will change to Replace

➔ **KEY ACTION:** "Add" will add a new item at that price level into hungree.me "Replace" will replace the item throughout menus with all new details and will assign it a new item code. This is used when there has been a major change to a product.