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Category: Technical
 Course: Location Setup
 Version: 1.0
 Client: Generic
 Software: 2.18.3.0

Use a Unique Identifier for Stock Items

Item ID provides you with a unique code for every item in your store, which does not change over time. It can be used to identify your items in an online store.

Procedure to Generate a Unique Identifier for Stock Items

Hints and Tips

- ✓ If your business is Head Office managed (has a HOS), they manage the setup of Item ID.
 - The Item ID configuration will be read-only at store-level (on the BOS, controlled via the System Params **HOSDrivenBOS**).
- ✓ Contact Surefire Support if you want to clear the Item ID for all items (no longer generate it).
- ✓ How the Stock Record handles Item ID:
 - When a new item is created using Stock Wizard, an ID is auto-generated after the user has saved the new record. It only shows on the Stock Screen, not the Creation Summary screen.
 - **ID** field is read-only.
 - If any details are changed or a new EAN is added, the ID doesn't change.
 - If the **Combine** function is used, the merged stock record keeps the ID of product 'B' (the ordering stock code).
 - If a stock record is deleted, the ID is deleted from the database once the physical deletion task has been run. The deleted ID will not be reassigned to a future new product.
- ✓ The ID is not searchable in the BOS, listed on any reports, or recognised at POS.
 - Item ID is stored in the POS database as **ExportItemID**.

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| 1. | From the HOS/BOS System menu, select System -> Properties . | | | | | | | |
| 2. | Click the Items tab. | | | | | | | |
| | | | | | | | | |
| 3. | Enter the prefix for the Item ID. *Defaults to [zzzz] if ID has never been set.* *Alphanumeric and upper/lower case is accepted, maximum 4 characters. Spaces and symbols are not accepted.* | | | | | | | |
| 4. | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">If:</td> <td style="width: 50%;">then:</td> </tr> <tr> <td>This is the first time Item ID is being set for your store</td> <td>Click Recalculate.</td> </tr> <tr> <td>You want to change the Item ID Prefix set for all products</td> <td>Click Recalculate. Click Yes to continue.</td> </tr> </table> <p>*A 10 character ID (including 4 character prefix) is assigned to every stock record, incremented by [1]; i.e. zzzz000001, zzzz000002.*</p> | If: | then: | This is the first time Item ID is being set for your store | Click Recalculate . | You want to change the Item ID Prefix set for all products | Click Recalculate . Click Yes to continue. | |
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| This is the first time Item ID is being set for your store | Click Recalculate . | | | | | | | |
| You want to change the Item ID Prefix set for all products | Click Recalculate . Click Yes to continue. | | | | | | | |
| 5. | Click OK once the recalculation is completed. | | | | | | | |
| 6. | Click Close . | | | | | | | |
| 7. | Load an item in the Stock screen, to check that the ID has auto-generated correctly. *The ID field should match the format you have configured.* *If a HOS user, the ID is visible on the BOS once HOS export/import processes have run.* | | | | | | | |
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